

Lyons Public Library Donation Policy

The Lyons Public Library is always appreciative of donations made by the public. The following guidelines have been put in place to streamline the donations of books, movies and other materials for use by our patrons.

Due to limited staff time, donations will be accepted on Wednesdays and Thursdays between 2pm and 5pm and Saturdays, between 11am and 2pm only.

Due to limited space, we will be accepting materials that are in new or nearly-new condition only.

The Library reserves the right to accept, decline, discard, or sell, any donations at our discretion.

If you desire a receipt for tax purposes, please provide in writing the number of hardbacks, paperbacks, CD's and/or DVD's you are donating along with your name and the date of your donation. A receipt will be provided to you at the time of donation only. The Library cannot assess a dollar value; please consult your tax advisor if you need additional information.

Materials we **CAN** use:

Fiction hardcover and paperback books- 10 years old or newer, unless part of a series.

Non-fiction hardcover and paperback books- 10 years old or newer, unless historical in nature.

CD's- Music or books, undamaged in original case with jacket.

DVD's- Undamaged, in original case with jacket.

Materials we **CANNOT** use:

Condensed books (Reader's Digest)

Textbooks

Encyclopedias or dictionaries

VHS Tapes

Thank you for assisting us in providing the highest quality materials for our patrons!