

Escanaba Public Library Donations

The library accepts donations only during the library's open hours & when the appropriate

staff person is available to receive the donation.



The library reserves the right to check all donations prior to acceptance.

Please call the library @ 906-789-7323 to arrange a drop-off time and date.

Please do not bring more items than you can carry into the library.

The library does not pick up donated materials.

Please do not use the outside library book drops for donations.



Escanaba Public Library

400 Ludington Street

Escanaba, MI 49829

906.789.7323

www.escanabalibrary.org

Other Donation/ Recycling Locations

St. Vincent DePaul Society

Warehouse

815 1st Avenue North

Escanaba, MI 49829

906-789-1281

Will accept donations at the warehouse location only:
Monday - Friday 9 a.m. - 4 p.m.

Goodwill Industries

2201 6th Avenue North

Escanaba, MI 49829

906-233-0227

Will accept donations at back entrance:
Monday - Friday 9 a.m. - 8 p.m.
Saturday 9 a.m. - 7 p.m.
Sunday 10 a.m. - 6 p.m.

Delta Wide Recycling (DWR)

5701 19th Avenue North

Escanaba, MI 49829

906-789-9995

For more information, link to the DWR website at:
www.dswma.org/

Monday - Wed. 8 a.m. - 3 p.m.
Thursday 8 a.m. - 6 p.m.
Friday 8 a.m. - 3 p.m.
Saturday 8 a.m. - 12 p.m.



Escanaba Public Library

Donation Guidelines

Books

Movies

Music

Magazines

Thank you for your donation to the Escanaba Public Library

The library is pleased to accept donated materials when they comply with the *Library's Material's Selection Policy*.

The following guidelines apply to donated materials:

- * Donations become the property of the library and are accepted without stipulation, restrictions or conditions placed on its' use.
- * Donations once received cannot be returned.
- * Donations will be evaluated for addition to the collections, subject to the same collection criteria as all other library materials which includes:

Condition, number of copies already in the collection, need to provide a balanced collection in which a variety of subjects and viewpoints are represented, cost of processing, patron interest and other considerations.
- * Donations added to the collection may be subsequently withdrawn when they are worn or when their content is no longer current.



What we will accept

We accept new and used hardcover & paperback books, music CD's, DVD videos, CD & cassette books, and magazines that meet the donation policy guidelines and are in clean and good condition.

What we cannot accept

- * Textbooks older than 5 years
- * Reader's Digest Condensed Books
- * Computer software manuals older than 3 years
- * Professional Journals
- * Materials which are missing pages or parts, mildewed, wet, stained, musty, or worn and dirty or generally in poor condition
- * National Geographic magazines
- * No advanced reader's copy, galleys, or proofs
- * Incomplete sets of encyclopedias
- * Artifacts [merchandise, handiwork, man-made objects, etc.]
- * VHS videocassettes

What will the library do with your donation?

Donations which are not added to the collection will be given to the Friends of the Escanaba Public Library and will be offered for sale in their Annual Book Sale and the ongoing book sale room in the library.

All proceeds from book sales are used to support library programs and services.

Donations which are not appropriate for the collection or the book sale will be discarded.

Donation receipts

Receipts are available and will note the number and type of items donated.

A donation to a public library is tax deductible.

A determination of the fair market value of donated materials will be the responsibility of the donor.

To help you determine the fair market value visit websites such as Alibris and Amazon where the value of used books is easy to find. www.alibris.com and www.amazon.com and

Also, consult IRS publication 561, *Determining the Value of Donated Property* which is available at their website at www.irs.gov