

## JMRL BOOK DONATION GUIDELINES

Donations will be reviewed for possible addition to the JMRL collection in accordance with JMRL's collection development guidelines. Donations not added to JMRL's collection will be sent to the Friends of the Library Book Sale held in the spring and fall of each year. Proceeds from the Friends sale fund all JMRL programming for children, teens and adults.

JMRL and the Friends **do not accept** :

Books with highlighting or underlining

Damaged, moldy or dirty books

Encyclopedias (unless published within past 10 years)

Items in poor condition

Donations cannot be accepted during the book sale.

Please deliver all donations in easy-to-handle cardboard boxes (e.g. small/medium size moving box) that close on the top making sure that all books fit inside with the lid or flaps closed.

Delivery of donations in bags is strongly discouraged.

Due to space limitations at libraries and on the JMRL delivery truck, the library may only accept 3 boxes at a time.

Please deliver donations during hours when the library is open. Donations left when the library is closed may be discarded.

Please do not place donations in the Book Return slots as this causes problems with checking in returned library books.

If you have a large amount of donations or more than 3 boxes, JMRL encourages you to deliver your donations directly to the Friends' office, located at the Gordon Avenue Library: 1500 Gordon Avenue, Charlottesville, VA 22903.

