



## Materials Donation Guidelines

Columbus Metropolitan Library welcomes gifts of books and other materials with the understanding that such gifts will be added to the collection only if they meet the same standards required of purchased materials. Gifts of materials not meeting those standards will be donated to another institution where they might be used or given to the Friends of the Library for their book sales or store. Gifts of materials that do meet the standards will be integrated into the library collection in normal sequence, available to all library customers, and otherwise handled as any other material belonging to the library. Either way, your donation will get books into the hands of those who could not otherwise afford them. Thank you!

Here are a few guidelines:

- All materials should be in like-new or at most gently-used condition; no torn, yellowed, water-damaged, or marked-on pages; no broken bindings or stained covers.
- Nonfiction (informational) books should be no more than 10 years old to avoid providing outdated or inaccurate information to customers; some topics, like computers or medical information need to be newer than 5 years old.
- The library does not collect adult-rated videos/DVDs (NC-17, X or the equivalent) or pornography in any format.

Materials may be dropped off at any of our 21 locations. For a list of locations, please go to [columbuslibrary.org](http://columbuslibrary.org) and click on **Locations**.