

## **Donations Guideline**

Thank you for your interest in donating to the Pottstown Regional Public Library. As our policy on donations has been updated, please read the following before dropping off your donations. While we truly appreciate all donations, we have found that there are some items we cannot use or distribute. Thank you in advance for your understanding.

Donations will be accepted during our hours of operation. Please contact the library before heading over with your donations so we can be prepared. 610-970-6551.

### **Materials:**

**Please contact the library if you are interested in donating materials or supplies. Our needs constantly rotate. Supplies that are donated should be new. We cannot accept anything visibly damaged, dirty, or torn.**

**We will be accepting books in boxes.** Please speak with a member of our Circulation staff if you have more than 5 boxes of donations. This ensures we have the space and staffing to properly go through materials. We have the right to refuse materials if they are visibly damaged, moldy, or in poor condition.

Please make sure they are in containers you are able to part with. We are not able to return containers.

#### **Items we can accept for donations:**

- Monetary donations are always accepted and appreciated! Your dollars go a long way!
- Gently used Books/DVDs (no visible signs of wear, mold, dust or hair)
- School supplies (crayons, markers, glue sticks, glue bottles, notebooks, pencils)
- Art supplies (acrylic paint - preferably unopened, paint brushes, construction paper, 9mm pony beads, pipe cleaners, watercolors, cotton balls, tissue paper, stickers, coffee filters, paper lunch bags, straws, paper plates, etc.)
- Gift cards – Amazon, Target, Movies, etc.

#### **Items we can NOT accept:**

- We cannot accept magazines, VHS tapes, Cassettes, Textbooks
- We cannot accept anything visibly dirty, torn or damaged.
- We cannot accept clothing or shoes of any kind (this includes new and used)
- We cannot accept old toys – even if new in the box (i.e. Stuffed animals, Barbie/dolls, Hess trucks, etc.)
- We cannot accept blankets or bedding
- We cannot accept donations with weapons or violent themes such as guns, knives, swords or other projectiles.
- We cannot accept items with religious themes or messages

If an item you wish to donate is not on this list, please contact the library before bringing your items in.