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Some gifts and donations may be appropriate for the collection and not otherwise available. For example, items of local history might only be obtained through donations. Therefore, it is the policy of the library to encourage such donations. However, some of these items may be inappropriate for the collection. Therefore, the library will not make commitments to keep donations as a part of the collection until the material has been examined.

Damaged, incomplete, soiled, musty, or out-of-date books will be not be accepted. The staff may recommend that the patron take these items to other used book sales or the recycling center.

Due to limited shelving space, only items that are deemed to enhance the collection will be accepted for the collection; all other material will be relegated to the used book sale.