



# LaGrange Library

## Book & Media Donation Procedure

Thank you for thinking of the LaGrange Association Library for donations. Book and media donations are accepted Monday through Saturday during library hours. Donations are limited to a maximum of 25 items per family per day.

Items must be in excellent condition and meet specific criteria. The Library reserves the right to check all donations prior to acceptance. We are unable to accept the following for donation:

- Items in poor physical condition  
(e.g. broken spine, moldy, water damaged, mildewed, missing or yellowed pages, etc.)
- Encyclopedias and textbooks
- Reader's Digest Condensed Books
- Magazines
- Unauthorized copies of media
- VHS cassettes
- Music cassettes & albums

If accepted, your donations may be added to the Library's collection, placed in the Friends' book sale, or offered to other agencies. Due to the volume of materials received, we cannot be responsible for returning donated items.

Your donations are tax deductible and receipts are available at the Circulation Desk upon request. As a courtesy to our fellow tenants, please do not leave donations in the hallway or in or around the outside book drop.