

Burnham Library

Book Donation Guidelines

Thank you for considering Burnham Library as a place to donate your gently used book, puzzles and other materials. Please help us with our mission by following these handy tips and guidelines.

Materials that we can accept for donation:

- Books in excellent/like new condition
- Books with that new book smell (we love that!)
- Books with wide appeal, and bestsellers
- Items that fit our Material Selection Policy
- DVDs
- Puzzles (complete with all pieces)
- Items for our Library of Things

We cannot accept the following items:

- Books with an offensive odor, mildew, or rodent damage
- Books damaged by highlighter, pen, or pencil marks
- Old library books
- Books with torn covers and pages
- Textbooks, dictionaries, or encyclopedia sets
- VHS or cassette tapes
- Magazines or museum pamphlets
- Bibles
- Reader's Digest condensed books

Due to space limitations, we ask you to phone or email the library to schedule a drop-off for donations totaling 2-5 boxes. Up to 1 box may be brought to the Main Desk; staff is not available to assist by bringing donations into the building.

Items that are not added to the collection are donated to the Friends of the Library and available in the Burnham Book Store. Proceeds help support library programs and digital services. Items donated become the property of the Library and may be given to other libraries and non-profit agencies, sold, traded or discarded.

Please DO NOT leave donations outside the Library or in the book drop unless prior arrangements have been made.

If we are unable to accept your items, consider donating to Goodwill or Savers, or repurposing items into crafts. Paperback books can be recycled, visit <https://hrra.org/information-bridgewater/> for guidelines.

Contact:

860-354-6937

staff@burnhamlibrary.org

Approved by the BLA Trustees and Friends of the Library, 8/4/2023