

# Berkeley Public Library

## Donation Policy

Members of the community are encouraged to support the mission of the Berkeley Public Library through gifts in the form of materials or financial support. Monetary gifts are welcome and used to enhance programs and services. Gifts of books are gratefully accepted with the understanding that library staff determines which materials are appropriate to add to the collection. Items not added to the collection are recycled or allocated to the Friends of the Library group for resale.

### The following gifts are welcome:

- Monetary donations
- Recent hardcover and paperback books (less than 5 years old)
- Local history materials from the Berkeley area
- In Memorial donations

### Book & Material Donations

Space limitations and the cost of handling donations require Berkeley Public Library to be selective in accepting items for donation. Please call the library at 708-544-6017 and ask for the Assistant Director or the Library Director to obtain a status on donations. You may be asked for a description of the material you wish to donate.

#### **Donation Guidelines**

Items must be in “gift worthy” (good/excellent) condition and free of odor, mold and infestation. We will not accept items that are damaged, dirty, marked, worn, torn or otherwise in poor condition. The library cannot accept the following materials: magazines or newspapers, textbooks, encyclopedias, condensed books (Reader’s Digest).

#### **How to Donate**

All donations must be arranged in advance. *Please do not drop anything off without calling first.* Drop off hours are Mon.-Fri. 10am-5pm and Sat. 10am-3pm. Donations must be delivered in boxes or bags that will not be returned. Receipts are not given for material donations without previous arrangements.

### Monetary Donations

Monetary donations may be made in the form of cash, cashier’s checks, or personal checks. Checks for monetary gifts to the library should be made payable to the Berkeley Public Library. Monetary donations may be mailed to the library, attention the Assistant Director. Cash donations should be made in an envelope directed to the Assistant Director. Receipts for monetary donations may be made upon request (all cash donations will receive a receipt).

### In Memorial Donations

The library does accept *In Memorial* donations. These donations must be coordinated in advance with the library’s Assistant Director. Family preferences are welcome and considered, but the library reserves the right to use these donations without restriction. A designated family representative will need to be appointed and any and all communications regarding an *In Memorial* donation shall only be provided to designated representative.