



## GUIDELINES FOR MATERIAL DONATIONS

The Library **will** accept the following materials in **new or nearly new condition:**

**HARDCOVER BOOKS**  
**PAPERBACK BOOKS**  
**LITERARY CLASSICS**

**MUSIC COMPACT DISCS** - Undamaged and with original cases and booklets

**AUDIO BOOKS ON CD** - Undamaged and with original cases and booklets

**DVDs and BLU-RAYs**- Undamaged and with original cases and booklets

**VIDEO GAMES** - All systems in original cases and with all support materials

**BOARD GAMES AND PUZZLES** - In original boxes and with all the pieces

The Riverside Public Library **will not** accept the following materials:

**MAGAZINES**

**ENCYCLOPEDIAS OR OTHER REFERENCE SETS**

**READER'S DIGEST CONDENSED BOOKS**

**COLORING OR OTHER ACTIVITY BOOKS**

**TEXTBOOKS OLDER THAN 3 YEARS**

**VHS/AUDIO TAPES**

The Riverside Public Library reserves the right to check all donations prior to acceptance. Out of date, yellowed, damaged or musty items will not be accepted.

All donated materials become the property of the Riverside Public Library with the understanding that items that are not added to the collection will be disposed of at the discretion of the Library. If you want to make a large donation of material, please contact the Riverside Public Library (708-442-6366) **before** bringing the items to the Library.

Receipts, if requested, will state the number of materials donated and the material type.

A monetary value for the items cannot be provided.