

DONATION ACCEPTANCE GUIDELINES

- The library does not offer a donation collection service, and only accepts donations at the Main Library.
- Kindly call the library when you intend to donate materials (714-647-5267).
- Five (Banker's Box) boxes of material is the maximum amount an individual can donate per visit.
- Donations are tax deductible. A receipt is available upon request.
- Decide what type of materials you intend to donate, i.e. print/non-print, and check to make sure they meet the following conditions:

Condition: Materials should be clean, undamaged, and without scribbling, highlighting or underlining.

Age: College textbooks older than two years are not needed.
Pocket paperbacks older than five years will not be accepted.
Encyclopedia sets need to be complete, and not older than five years.

Type: Magazines are not needed. School textbooks are not needed.
Children's books are subject to heavy usage; please ensure that books are in good condition.
Illustrated hardbacks considered classics are acceptable.

Format: Audio & Video cassettes are not needed. Sound and Video recordings (CD & DVD) are welcome.

Suitability: Subjects that the library finds useful include Biography, Applied and Performing Arts, History, Literature, Natural History, Philosophy, Technology (Building, Service and Repair). Fiction books in good condition are always welcome.

- The library does not determine any value for materials donated. To determine "Fair Market Value" please consult Internal Revenue Publication 561, Determining the Value of Donated Property "Household Goods"
- A book truck may be obtained from the Circulation Desk to assist you with your delivery if required.
- Other local agencies willing to accept donations: School Districts, Orange County Public Library, Orange County Jail and Juvenile Hall.



Donate your Books, DVDs & CDs to the Santa Ana Public Library, and brighten the future of your community with your donations.

When you're finished and done with your reads
Remember the library's needs.
If your book is just spiffy –
We'll add in a jiffy
For somebody else to re-read

Description of Items Donated:

Date Received: _____ Librarian: _____

Santa Ana Public Library
26, Civic Center Plaza
Santa Ana, CA 92701
(714) 647 – 5250

Thank you for your donation

Valid when Stamped: