

# Donation Policy

Florence County Library System

Approved by the Board of Trustees November 7, 2022

Florence County Library welcomes your donated books, audio books, and DVDs. Donated items that meet a current need in the library's collection will be added. Items not added to the collection may be recycled, sold on consignment, or sold at Friends of the Library book sales to help support library programs and services.

## Print and Non-Print Guidelines

We will accept:

- Hardcover and paperback books in good condition
- Multimedia materials (DVDs, books on CD) in good condition

We cannot accept:

- Damaged books, soiled, musty, or moldy books, or books with any of the following: broken bindings, missing pages, smoke or water damage, excessive writing (e.g. highlighting or notes)
- Magazines, journals, or newspapers
- Condensed or abridged books (e.g. Reader's Digest volumes)
- Encyclopedias
- Items given with conditions (requirements as to how or where the items may be used, located, or disposed)

## How to Donate

At the Florence location:

- Call (843) 413-7082 to schedule a time to drop off your donation. Unscheduled donations may not be accepted.
- Donation drop off hours are Monday, Wednesday, and Friday between 10:00am and 4:00pm.
- Donations must be delivered in boxes or bags that will not be returned.
- Receipts will be given upon request for donations dropped off at scheduled times.

For branch library donations, please contact the appropriate branch.