

*The Friends reserve the right to limit or refuse donations temporarily when storage space is full and/or immediately prior to sale dates when time is needed to prepare. However, the Friends are always willing to discuss alternate arrangements if timing of a donation is an issue. It is best to call ahead. Phone the library at 519-364-1420.

*Donations should be in sturdy containers (bags or boxes) and packed flat.

SUGGESTION FOR STORING BOOKS

Books and material that is important to you should be stored in tote boxes and not cardboard boxes and kept in a dry place.

That will save them from getting damp, and protect them from mildew and mold.

Thank you
for adhering to
our guidelines.
Your donation helps the
Friends of the
Hanover Public Library
have a successful
Book Sale and fund
special library
projects or programs

.....



Friends of the
Hanover Public Library

BOOKSALE DONATION
GUIDELINE

ACCEPTANCE GUIDELINES

Books/Materials We Accept:

- Antiquarian and Collectible Books
- Dictionaries and Thesauruses
- DVDs, Books on CD, VHS Videos, CD's and Records (must be operable include original artwork and casing)
- Ex-Library Copies
- Gently-used Children's Books
- Hardcover Fiction and Non-Fiction
- Magazines (Current five years)
- Mass Market Paper Backs
- Monographs
- Music Books and Sheet Music
- Puzzles and Board Games
- Reader's Digest Condensed Books (Current five years)
- Textbooks (current five years)
- Trade Paperbacks
- Travel Books (current three years)

BOOKS/MATERIALS WE DO NOT ACCEPT:

Please **DO NOT** send materials in poor condition. This includes:

- Dirty or Stained
- Mildew or Musty Odour
- Moldy
- Water-Damaged
- Damaged Binding or Pages
- Missing Covers, Pages or Puzzle and Game Parts
- Books or Paperbacks whose pages are yellowed with age
- Excessive Writing, Marking, or Highlighting
- Books with pictures or pages cut out
- Paperbacks or Books warped from storage



Please note we also **DO NOT** accept:

- Encyclopedias: No encyclopedias with a publication date prior to 1995 and no incomplete sets of encyclopedias
- College and University Textbooks unless current
- Open Software Sets
- Government Documents
- Custom Course Packets
- Books on business, tax, law, real estate, computers, and health published over 3 years ago

WHAT TO DO WITH THOSE OLD MAGAZINES, BOOKS, PAPERBACKS AND ENCYCLOPEDIAS

- Magazines are recyclable and can be put in the blue box
- Paperbacks can be recycled
- Hardcover books and encyclopedias can also be recycled if the hard covers are taken off. Use a strong utility knife and cut the covers off and recycle the paper