

**Donation Guidelines** Our sales are only as good as the donations we get. We can only sell books that are in good condition. Books that are damp, moldy or smelly, have torn covers, missing pages, or have been nibbled on by the family pet cannot be sold. Please recycle these books yourself. Remember when you donate something we can't sell, we have to dispose of it and that costs the library money. Paying garbage or recycling fees for unsellable donations takes money away from our effort to support Tolono Public Library.



*Books like these should not be donated because they are dirty, warped, and damaged. They cannot be sold and must be thrown away.*

Those with a **LARGE** number of donations should make an appointment with Breana McCracken by email [bmccracken@tolonolibrary.org](mailto:bmccracken@tolonolibrary.org) (Please put "donation" in the subject line) or call 217-485-5558. No appointments will be available after 4:00 pm or on weekends.

**Acceptable Items**

**We gladly accept:**

- Items which are in good condition, clean, dry, mold free
- Books with covers
- Audio books on CDs
- Commercially produced CDs
- Commercially produced DVDs and Blu-ray
- Puzzles and games (with all the pieces in like new condition)



**Unacceptable Items**

**We DO NOT accept:**

- Items which are unhealthy to handle or dirty, smelly, burnt, chewed, or wet
- Books missing covers
- National Geographic magazines or most other magazines
- Encyclopedias
- Homemade DVDs, CDs, videos, or cassette tapes
- Reader's Digest condensed books, except large type editions
- Law case, statute, and regulation books
- CliffsNotes, theses, dissertations, text books
- Garage sale leftovers or anything from other libraries