Material Donations Policy

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Purpose

The Purpose of this policy is to establish guidelines for acceptance of material donations to the Rogers Free Library (hereinafter "The Library")[1].

General Guidelines

1. The Library has limited capacity to accept and process donations.
2. The Library will only accept donated materials published in the previous ten (10) years that are in good condition.
3. The Library will only accept up to one (1) box or bag of materials per patron per visit.
4. All donations become the property of The Library and cannot be returned.
5. Donations are accepted at The Library during normal business hours. Donations should not be left at The Library entrance or placed in or near the book drop.
6. The Library cannot pick up donations.
7. Donations may be considered for inclusion in The Library collection following the criteria of The Library collection development policy; sold for the benefit of The Library; or disposed of in a manner appropriate to their condition and usefulness.

Acceptable Materials

The Library accepts the following materials in good condition only:

- Contemporary hardcover and paperback books
- DVDs and blu-rays in original cases

Unacceptable Materials

The Library cannot accept the following:

- Any materials that have mold, odors, pests, or stains
- Books on CD
- Dictionaries
- Textbooks
- Encyclopedias
- Reader's Digest condensed books
- Magazines or newspapers of any kind
- Vinyl record albums
- Cassettes (VHS, audio) of any kind
- Computer games and software
- Computers, eReaders and other electronic items
- Games, puzzles, and toys, including stuffed animals
- Office supplies
- Activity books

Acknowledgement

1. A donor acknowledgement letter will be provided upon request. Donations may be tax deductible. I.R.S. regulations prohibit The Library from giving estimates of value for donated materials. Donors should follow I.R.S. guidelines[2] in completing the description of goods donated and the value of the goods donated.
2. Gifts to The Library are tax-deductible to the extent allowed by law. Please consult a tax professional to determine what portion of the donation, if any, may be claimed as a charitable deduction.

Tangible Gifts

The Library may accept donations of tangible gifts such as artwork, rare books, maps, furniture, etc., under the conditions outlined in the Tangible Gifts Policy.

See also related policies: Collection Development, Tangible Gifts.

Footnotes

[1] Refers to the Rogers Free Library, its governing board of trustees and its appointed director.

[2] I.R.S. Publication 561 (12/2024), Determining the Value of Donated Property, https://www.irs.gov/publications/p561.

Approved by the Rogers Free Library Board of Trustees on June 25, 2026.