

How to Donate Books

We appreciate book donations! **Please** review our current procedure:

- ☐ Donations of Up To Two (2) bags may be made DURING LIBRARY HOURS, and will be accepted at the discretion of the Librarian
- ☐ We will accept Clean books in new/Good condition (First, ask yourself if this is a book YOU would buy!)
- ☐ Donation forms for tax purposes are available from the website:
[Donation Tax Form](#)

Items we DO NOT accept:

- ☐ **Damaged/Dirty Books:** Anything containing visible mold, water damage, smoky/moldy odor, damaged or missing covers/pages.
- ☐ **Reader's Digest Condensed Books, Encyclopedias, Healthcare, Textbooks, magazines, cassette tapes, VHS tapes**

Please remember that unusable "donations" arbitrarily dumped on our doorstep or jammed into our book drop add unnecessary work and expense to our small staff/budget. Please consider instead:

Books in fair condition:

- ☐ The Salvation Army in Rome or Ilion
- ☐ Local nursing homes (please call ahead)

Books in unusable condition:

- ☐ Paperbacks can be placed in your home recycling
- ☐ Hardcover can be taken to Oneida-Herkimer Solid Waste Authority
www.ohswa.org 80 Leland Ave, Utica