



GUAM PUBLIC LIBRARY SYSTEM
POLICIES AND PROCEDURES

CATEGORY: Gifts/Donations
APPENDIX: #17

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Gently Used Books and Non-Print Donation Guidelines

The Guam Public Library welcomes books, and non-print materials in gently used condition, which are an important supplement to our collection. The Library has limited shelf space and many of these items/materials cannot be used, items not incorporated into the library collection will be used in the book sale and the proceeds will benefit the library.

You may drop off donations at the Main Branch Library, Circulation Desk during open hours, Monday-Thursday (9:00 a.m.-5:30 p.m.), Saturday (8:30 a.m.-5:30 p.m.), or at one of your local Branch Libraries (please call before dropping.)

WHAT DO WE ACCEPT?

- Adult and children's hardbound books (in excellent physical condition) in fiction and nonfiction
- Any vintage (era, classic, traditional, period) materials that are likely to have significant value
- Large-Print books in excellent physical condition
- Author-signed books
- Paperback books (Popular Authors)
- Almanacs (Current only)
- Travel guidebooks (Current three years only)
- Audio's (Popular or Classic) Audio books, CDs / DVDs / Blu-ray Discs
- Magazines (Guam, Pacific and National Geographic)
- Guam and Pacific materials regardless of condition

WHAT WE DO NOT ACCEPT:

- Water-damaged, mildewed, musty, strong-smelling or soiled books
- Damaged books (torn/loose pages, broken spines, missing pages/covers, etc.) needing repair
- Items/Materials with writing, markings, or hi-lighted
- Encyclopedias or textbooks
- Scratched/unplayable audio's (Audio books, CDs, DVDs, Blu-ray discs)
- Magazines
- Readers Digest Condensed Books
- Computer software and books
- Cassette tapes/Videotapes, loose CDs, DVDs, home-recorded (aka burned) CDs, DVDs, etc.
- Non-book or media items (e.g. toys, calendars, cards, puzzles, etc.)

Occasionally we find personal items in donated books (example: book marks, postcards, photographs, news clippings). By the time the items are discovered, we are unable to tell who donated the book and the materials are discarded. Photographs are usually saved for a reasonable amount of time in hopes that the owner may come to claim them, or it will be an addition to our photograph collections; bookmarks and others also collected for our library showcase display.