

Guidelines for bringing in your book donations:

Please bring donations to the Circulation Desk. Library staff can provide a dolly or book cart. If staff is available we are more than happy to help unload donations.

- ◆ Please review the conditions of acceptable material listed inside this brochure.
- ◆ Bring your materials in boxes or bags that can be left with the library.
- ◆ Call the library in advance if you wish to bring in a large number of boxes of donated books.
- ◆ Do not leave donated materials outside during closed hours.
- ◆ The library cannot use the following materials: books with ripped covers or broken spines, that have been written in, or are musty.
- ◆ The library reserves the right to refuse donations that are in poor condition or that do not follow set guidelines.

Hours of Operation

Monday - Tuesday 10am - 8pm

Wednesday - Friday 10am - 6pm

Saturday 10am - 4pm

Book Donations can be dropped off at any time during hours of operation only. Books can not be left in front of main entrance or at the loading dock at the back of building.

**The library is subject to closing for holidays, dangerous weather conditions, and staff in-service.*



South Haven
Memorial Library
...more than books!

South Haven Memorial Library

314 Broadway St.
South Haven, MI 49090
www.shmlibrary.org

Questions?

For more information please contact the library at 269-637-2403 or email us at shml@shmlibrary.org.

Also on Facebook, Twitter, Instagram



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BOOK DONATION GUIDELINES

Thank you for your interest in donating to the South Haven Memorial Library. We are always happy to accept donations.

Book donations, like other non-cash or cash donations, are tax deductible as charitable donations. Upon request, staff will provide you with a dated receipt for income tax purposes. Staff cannot estimate the monetary value of the books but the receipt can indicate the total number of books donated.

Library Policy for Book Donations

Materials donated may be used for the following:

- ◆ Adding to the library's collection
- ◆ Ongoing, in-house Book Sale
- ◆ Summer reading program
- ◆ Annual Book Sales

The library will accept the following:

- ◆ Adult, young adult, and juvenile books— paperback or hardcover, fiction or nonfiction, English or Spanish.
- ◆ Audiobooks (compact disc)
- ◆ Music CDs
- ◆ DVDs or Blu-Ray
- ◆ Test certification books within 2 years of publication

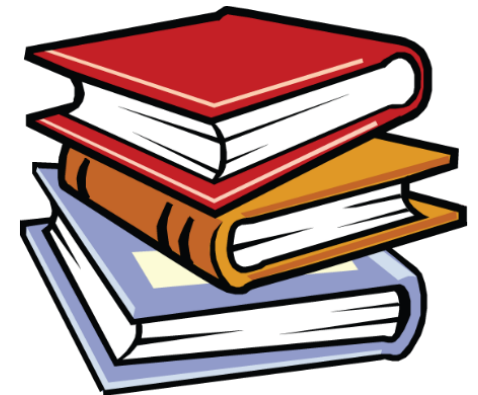
The library does not accept the following:

- ◆ Books in poor condition, including damaged by water, mold, smoke, insects, etc.
- ◆ Encyclopedia sets
- ◆ Magazines and pamphlets
- ◆ Music cassettes or vinyl records
- ◆ Textbooks older than the current year
- ◆ VHS movies
- ◆ Materials in the following subject areas more than 5 years old: Business, Finance, Health, Medicine, and Science
- ◆ Computer programming books that are older than 2-3 years old
- ◆ Toys, games, or puzzles unless approved
- ◆ Workbooks or study guides that are written in
- ◆ Outdated materials

Other options for book donations:

Goodwill: 4428 73 1/2 St. South Haven, MI 49090
(269) 767-7030

Rescued Treasures Al-Van Humane Society Thrift Store:
07591 Blue Star Hwy South Haven, MI 49090
(269) 639-8180



Volunteering?

No books to donate but would like to volunteer for future book sales? Ask the library staff for more information.