



## Wood Buffalo Regional Library Donations Policy

The library gratefully acknowledges and appreciates donations received from the public. Due to staff time and space limitations, we have established the following guidelines.

### We accept:

Books  
Foreign language materials  
Recorded books on CD  
Music CDs  
Feature film, tv series & documentary DVDs  
Feature film, tv series & documentary Blu-Rays

### We cannot accept:

VHS or Cassette tapes  
Magazines  
Text Books  
Encyclopedias  
Software or hardware manuals  
CD-Roms  
Consumer price guides  
Books that are highlighted or written in, or are missing covers

**We will not accept items that are dusty, moldy, worn, torn or in otherwise poor condition. Items must be clean and in good condition.**

- **A maximum of two boxes or bags per day will be accepted.** Items may be dropped off at the Customer Service desk on the first floor of the library.
- Patrons wishing to donate board games and craft supplies should bring these items to the Reference Desk on the first floor of the library.
- Items dropped off at the library are automatically considered donations and therefore become the property of the library.
- Not all donations will be added to the collection and the same criteria used to evaluate purchased material for the library's collection will apply to donated materials. Material not added to the collection will be sold in the library, used for outreach purposes, or recycled if in poor condition. Donations added to the collection may subsequently be withdrawn when the items become worn or the content is no longer current.

**The following organizations also accept book donations in good condition:**

***The Salvation Army***  
(780) 791-9903  
9919 Macdonald Avenue

***The Tattered Book & Coffee Shop***  
(780) 743-8644  
310 Thickwood Boulevard #5