

At Peters Township Public Library, we are grateful to receive donations of used books and other materials from our generous patrons.

Because of storage limitations and the volunteer hours involved in sorting large quantities of materials, patrons can help streamline the donations process by keeping in mind a few simple guidelines.

Inside this brochure we will provide you with some helpful tips to make the donation process quick and easy.

If you have any questions about donations, please call the library's Technical Services Department at 724.941.9430 ext. 3240.

Thank you for supporting the Peters Township Public Library!

## **Donating is the “Green” Thing to Do**

The Library recycles and reuses your items— that reduces our costs!



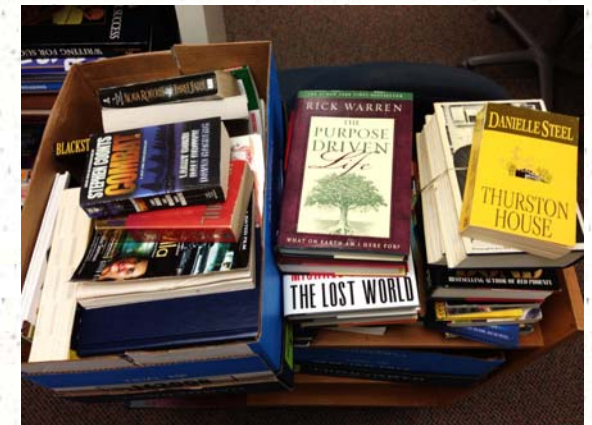
**Thank you for  
your generosity!**

**Peters Township Public Library**  
616 E. McMurray Road  
McMurray, PA 15317  
(724) 941-9430  
[www.ptlibrary.org](http://www.ptlibrary.org)

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# **Donation Guidelines**



## Donations We WELCOME

- Books published within the past 10 years in good to excellent condition, especially popular authors; fiction or nonfiction, hardcover and paperback editions.
- Children's books and other items in good condition.
- DVDs, audiobooks on CD, music CDs – all in good condition with original packaging. No homemade/home-recorded or ripped CDs/DVDs.
- Current magazines in good condition, especially popular subjects like food/recipe, crafts, decorating, sports, and entertainment.
- Picture puzzles (cardboard) in original boxes with all pieces included.
- Books/items of local historical interest, regardless of publication date.

## We CANNOT Accept

- Textbooks, encyclopedias and reference sets
- VHS and audiocassette tapes
- Large back-issue magazine collections like National Geographic and professional society magazines
- ANY ITEMS that are dirty, musty-smelling, mildewed, torn or damaged in any way

## How to Donate Items

Visit the Circulation Desk in the main lobby on the first floor to drop off your donations during regular library hours:

Mon.-Thurs.: 9:00 a.m. - 9:00 p.m.  
Friday: 9:00 a.m. - 5:00 p.m.  
Saturday: 9:00 a.m. - 4:00 p.m.  
Sunday: (Sept.-May) Noon - 4:00 pm.

Closed Summer Sundays from Memorial Day through Labor Day.

Please do not leave your donations outside of the library. If you have a large amount of items to donate, please call ahead for approval. If possible, please consider donating smaller quantities over a period of time so not to overwhelm our volunteers.

## If We Cannot Accept Your Donation

Please contact these local organizations who may be able to take your books and other items:

### Goodwill Store

3492 Washington Rd., McMurray, PA 15317  
724-941-5253

### Washington City Mission

84 W. Wheeling St., Washington, PA 15301  
724-222-8530

### Half Price Books

4000 Oxford Dr., Bethel Park, PA 15102  
412-835-3116

## How We Use Your Donations

Donated items are added to the library shelves if our librarians choose them to fill gaps in the library collection. Items in good condition may be used to replace books that are worn.

Donations that do not meet these criteria are usually sold in the library's ongoing, daily book sale. Books not sold may be passed onto local charities. Items in poor condition will be discarded at the discretion of library staff.

We are unable to return items donated that are not added to the collection.

## Donation Acknowledgments

If you would like a written acknowledgement of your donation for tax purposes or other reasons, please ask for a donation form at the Circulation Desk when you drop off your items.

A letter acknowledging your donation will be sent to you within a few weeks. We do not have the expertise to assign a monetary value to your donation.

