



**Whitewater**  
PUBLIC LIBRARY

## **Donations and Discards Policy**

Programs at the Library are funded in part through the sale of donated items and library materials that have been deemed no longer useful or appropriate to the collection. Because only certain types of materials have resale value, the Library will only accept the following:

- Hardcover fiction and nonfiction, both adult and children's
- Trade and mass market paperbacks
- DVDs and Blu Ray Discs
- Music CDs
- Books on CD
- Video games
- Playaways

Books and audiovisual materials must be in good usable condition; must be free of molds and odors caused by musty conditions, smoke or other reasons for offensive odors; must be reasonably clean and free of excessive dust, grit, cobwebs, and the like; and must be free of insects.

The following items will NOT be accepted:

- High school textbooks,
- Classroom manuals, teacher's manuals, and related materials.
- Books that have been marked with ink or highlighters.
- Encyclopedias.
- Videocassettes, music cassettes, audiobooks on cassette or LP records
- Denominational materials and religious pamphlets.
- Magazines, journals, periodicals, and newspapers
- Personal diaries, letters, workbooks, and the like.
- Comic books.
- Any objects, other than those already part of the library's current collection.

Items that the Whitewater Public Library seeks dealing with local history include a wide range of materials:

- Books of historic significance (including those written by local authors)
- Telephone directories (prior to 1940)
- City directories (all will be considered because of missing volumes in the collection)
- Maps of Whitewater and surrounding areas (especially plat and insurance maps)
- Photos of historical significance
- Postcards
- Church directories
- Yearbooks (Whitewater City High School, Whitewater College High School, UW-Whitewater)
- Cookbooks (local churches, local civic organizations)

The library reserves the right to evaluate all items as possible additions to the collection or replacements for worn materials in the collection. The library reserves the right to dispose of donations if deemed unsuitable. Items may be given to the Friends of the Library organization and offered for sale to the public locally through the Friends of the Library bookshop or will be sent to a third-party vendor for sale. All library discards will be sent to a third-party vendor for sale. For various reasons, some items may be placed in the city recycling program. No donated items will be returned to the donor. Librarians will not give appraisals of gifts and donations for tax purposes.