



Material Gifts and Donations

Norwalk Public Library (NPL) welcomes gifts of books, DVDs, and music CDs for the following:

1. Friends of the Norwalk Public Library
2. Local History Room Collection
3. Norwalk Reads
4. General (Main Library and SoNo Branch adult or children's collections or any category above)

Please specify to which of the four (4) categories you are donating, or if your donation is a general donation for the library to determine how to use. If donations are specified, they will be clearly marked for use internally. If donations are general, the library director, in consultation with staff, will determine where they can best be used.

All donations become the exclusive property of NPL. NPL reserves the right to dispose of any gifts that are given to the library. Materials not added to library collections may be used for programs or given to other local organizations such as, but not limited to schools and senior centers.

GUIDELINES

NPL accepts material donations on **Tuesdays and Thursdays**. The general rule: If you would not want this item on your shelves, please don't donate it to NPL.

- Please do not donate damaged books with stains, broken bindings, missing pages, mustiness, mildew, water damage or excessive notes or highlighting.
- Magazines, record albums (vinyl), 8-tracks, cassettes, and videocassettes (VHS) are not accepted.
- Non-fiction, informational books should be no more than two (2) years old to avoid providing outdated or inaccurate information to patrons; some topics, like technology or medical information must be newer than two (2) years old.
- NPL does not accept textbook or encyclopedia donations.

NPL does not appraise donations or attest to the fair market value of materials. Upon receipt of donations, however, NPL will provide a gift receipt with a blank area for the donor to fill in the value. Donors should make an itemized list of donated items and/or seek expert assistance in establishing value if needed for tax purposes.

Donations will only be accepted during library hours when given to a staff member.

PLEASE DO NOT leave donations when the library is closed.

PLEASE DO NOT leave donations in our book returns.

PLEASE DO NOT leave donations on library premises without speaking to a staff member.

If you are considering a large volume donation of books or other materials, please call the Library Director at 203.899.2780 ext. 15123 or ext. 15100 before bringing your gifts to the Library.

We DO NOT pick up donations. Please drop off materials to our Main Library at 1 Belden Avenue, or our SoNo Branch at 10 Washington Street when our library is open.

Please see the Friends of NPL's webpage for their guidelines.