



Donation Policy

The Lenox Library is grateful for donations made to benefit the library. Upon request, a donation receipt may be filled out at the time of donation. Once materials are donated, they become the property of the Lenox Library, and will not be returned to the donor. Materials will be reviewed by staff as time permits.

Due to the volume of donations, materials will be reviewed by our staff to determine the accession, location, promotion, and de-accession of items in the collection. Any materials that are not added to the collection will then become the property of the Lenox Library Association, to benefit the library via the book sale.

New and gently-used materials **accepted** for donation:

- Books, both hardcover and paperback
- DVDs and Blu-Ray
- Audiobooks
- Music CDs

Please note the following **restrictions**:

- No dictionaries, encyclopedias, textbooks, atlases
- No magazines
- No academic or scholarly journals
- No cassette or VHS tapes
- No items with highlighting or markings
- No damaged materials (broken, dirty, moldy, smelly)

Staff will review items based on the following criteria:

- Popularity; based on patron interest and/or critical assessments
- Local historical relevance
- Accuracy of information
- Diversity
- Quality of physical condition
- Availability of space