

Pasadena Public Library

Donations Policy

The Pasadena Public Library welcomes donations of new and gently used books, magazines, and audio-visual materials. While donated materials are sometimes used to enhance the Library's collection, acceptance of donations does not guarantee the inclusion of the materials in the collection. Upon evaluation, donated material may be added to the collection, sold in the Friends of the Library book sale, or discarded. The evaluation and disposition of donated materials is the responsibility of Library staff authorized by the Library Director.

Donations must be in acceptable physical condition. The following types of materials will generally not be accepted:

- a. Items containing or smelling of mold or mildew
- b. Items with stains
- c. Books with yellowed pages (exception: rare books)
- d. Books that have writing or underlining
- e. Books that have broken spines
- f. Items that are damp and/or musty
- g. Encyclopedias, unless in exceptionally good condition, leather bound, etc.

Donations of local history materials are encouraged. Yearbooks of high schools in Pasadena are especially desirable.

Receipts for tax purposes are given by the Library to donors and are limited to a general acknowledgment that a gift was received. Donors will be required to know the number of donated hardbacks, paperbacks, and audio-visual items. Assignment of value for income tax and other purposes is the responsibility of the donor. The Library does not appraise materials or endorse appraisals provided by donors.

The donor is responsible for delivering all donations to the receiving door in the back of the Central Library Monday through Friday, 9:00 a.m. to 4:00 p.m. Donations are accepted at the Fairmont Branch during open hours. For more information at Central, call Kenya Johnson, 713-475-4990. For more information at the Fairmont Branch, call Bill Pierce, 281-998-1095 ext. 14.