

Books for Dunham Library's Booktique

There are a number of steps to take a book from donation to the shelves for sale. All donations must be checked before being accepted to make sure they are in good condition. (Sometimes, of course, this does not happen, because patrons drop books off without checking with anyone, but they are supposed to ask staff to check).

Sorting, cleaning, organizing, and shelving Booktique books are all the responsibility of our hardworking Book Sale volunteers. Please help make their jobs easier by rejecting unacceptable or unusable donations before they are dropped off, or by "weeding out" unacceptable books from the "Donations" totes when you have a few minutes.

Books we DO accept:

- + *Should* be under 10 years old and from good to excellent quality
- + *Must* be readable and enjoyable as books (example: dog-eared covers are okay, but missing covers are not)

Books we DO NOT accept:

- + Damaged/Dirty books (mold, stains, scribble marks, smoky smell, missing covers or pages)
- + Encyclopedias or multi volume sets
- + VHS tapes, cassette tapes, and magazines (We prefer not to take these items, but they do go quickly if we put them in the free bin)

Exceptions:

- + Books that are old enough and in good enough condition to be valuable
- + Textbooks in good condition, not too many markups (No more than 3 years old).

These materials can be set aside for Shelley to look at.

Accepting/Rejecting Donations (Responsibility of All Staff And Volunteers):

Donations that don't meet acceptable criteria must be disposed of. Paperbacks go in normal recycling pickup. Hardcover books are taken to the Oneida-Herkimer Solid Waste Authority, costing Library Staff \$20-25 per trip in time and gas.

When possible, do not accept books that we will have to dispose of.

It is okay to refuse donations that we cannot make use of in the Booktique or on our shelves. Please ask that the patron take them elsewhere because of the costs.

Patrons can bring book donations to the following locations:

+ Oneida County Solid Waste Authority on Wurz Ave or on Sewage Plant Road, both in Utica. For more information, patrons can go to:

<https://www.ohswa.org/>

+ Salvation Army in Utica, Rome, or Ilion

+ Any local nursing home.

If a patron who is donating books requests a **tax form**, they are in the bottom drawer just to the left of Discharge station (at the Circ/Info Desk), in the first file folder on the left.

