

Berkeley Public Library

Donation Policy

Members of the community are encouraged to support the mission of the Berkeley Public Library through gifts in the form of materials or financial support. Monetary gifts are welcome and used to enhance programs and services. Gifts of books are gratefully accepted with the understanding that library staff determines which materials are appropriate to add to the collection. Items not added to the collection are recycled or allocated to the Friends of the Library group for resale.

The following gifts are welcome:

- Financial support
- Recent hardcover non-fiction books (less than 5 years old)
- Recent hardcover fiction books (less than 5 years old)
- Local history materials from the Berkeley area

Book & Material Donations

Due to space limitations and the cost of handling donations, the Berkeley Public Library is very selective in accepting such items and appointments are now required prior to bringing items to the library. Please call the library at 708-544-6017 and ask for the Business Manager or the Library Director. You may be asked for a description of the material you wish to donate.

Donation Guidelines

Items must be in “gift worthy” (good/excellent) condition and free of odor, mold and infestation. We will not accept items that are damaged, dirty, marked, worn, torn or otherwise in poor condition.

The library will not accept the following materials:

- Magazines or newspapers
- Textbooks
- Condensed books (Reader’s Digest)
- Encyclopedias

How to Donate

All donations must be arranged in advance. *Please do not drop anything off without calling first.* Drop off hours are Mon.-Fri. 10am-5pm and Sat. 10am-3pm. Donations must be delivered in boxes or bags and will not be returned. Receipts are not given for material donations without previous arrangements.

Monetary Donations

Checks for monetary gifts to the library should be made out to the Berkeley Public Library. When an individual or group gives to the Berkeley Public Library a cash donation of \$100 or more, a name plate will be placed on the Gift/Memorial Plaque, subject to the following rules:

- If the total of \$100 or more is made up of several gifts, the individual gifts must be given within a one-year period.
- A person's name will ordinarily appear only once on the Gift/Memorial Plaque either as a donor or as being honored.
- If a donor does not wish to have his/her name appear on the plaque, his/her wishes will be respected.