Great Falls Public Library
301 Second Avenue North
Great Falls MT 59401-2593
(406) 453-0349
www.greatfallslibrary.org

GIFT MATERIALS

The Great Falls Public Library welcomes gifts to be used for the benefit of the library. It is the library's policy to accept gifts with the understanding that the Director, the Board of Trustees and/or appropriate staff use their discretion as to the use of these materials.

Once donated, items (including containers) become the property of the Great Falls Public Library and may be added to the collection, made available for other non-profit agencies or discarded.

It is the responsibility of the donor to deliver donated items to the library. If the donor has more than one box of items, the library must be contacted in advance to determine if space is available to store the items. The library will not appraise any donated materials.

See the back of this form for a list of items the library will accept.

Please fill out the bottom portion of this form, as it will be the only acknowledgement of your gift. Thank you for thinking of your public library.

Please fill in the number of items donated:

_____ Books _____ DVDs

_____Compact Disks _____ other: _____

Received from: _____
Please print

Received by: _____ Date _____
GFPL Staff

Thank you for your gift to the library

The library asks that donated items be delivered to staff inside the library in small boxes that can be easily lifted and carried. Please do not place donated materials in the book drops or outside the library.

Dated, yellowed, damaged (including water damage) or musty items will not be accepted. Books must have the original covers attached. Patrons wishing to donate more than one box of books should contact the library in advance to make sure the library currently has space to store the donation.

Great Falls Public Library will accept the following types of materials in new or nearly new condition.

- Hardcover books – 10 years old or newer
- Paperback books – 3 years old or newer
- Literary classics/enduring titles – any publication year, based on condition and library need
- Compact disks – only with original cases and booklets
- Books on CD – only with original cases and booklets
- DVDs – only with original cases and booklets

The library does *NOT* accept the following types of items:

- Reader's Digest condensed books
- Book club editions
- Textbooks, workbooks or educational handouts
- Video and audio cassette tapes
- Encyclopedia/reference sets older than three years; incomplete sets of any age can not be accepted
- Magazines or newspapers
- Vinyl records

There may be other organizations in the community which will accept materials the library cannot. You may want to try these options if your materials fall outside library guidelines:

Hastings 727-3024
Will buy some books, but will not dispose of or recycle any items they do not purchase

Paperback Jungle 727-6350
Will take paperback books on trade for others and will recycle/re-give other books to local nonprofits

Goodwill 453-0311
Salvation Army Thriftstore 452-0616
St. Vincent De Paul Thriftstore 761-0870
Will take book donations to sell