

## **Kemp Library Donation Policy**

Donations are added to the Library's collection if they meet the same standards as those required of purchased materials.

### **Books:**

Books must be published within the last 10 years. They must be in **new** or **like new** condition.

**Like new** condition means:

- Books must be free of mildew, mold, dust and dirt
- Cannot have water damage
- Cannot have excessive spine damage, have missing pages or missing covers.
- No part of the book's pages should be removed or damaged
- Pages cannot be yellowing or discolored
- No workbooks will be accepted

### **Textbooks:**

- Published within 5 years (or used in class within 2 years)
- In **new** or **like new** condition
- Must follow book condition guidelines above

### **Kemp Library does not accept donations of:**

- CDs
- DVDs
- Audio Cassettes, VHS Tapes, LP Records/Vinyl, & Computer Software
- Directories, Telephone Books and Indexes
- Partial journal/periodical titles
- Video or board games

If you have donations relating to ESU history please contact the Archivist at [escott8@esu.edu](mailto:escott8@esu.edu)

Donations must be delivered to the Library when we are open and may not be left outside the door or placed in our book drops.

The Library will, upon request of the donor, provide a receipt for donated items, but cannot assign a value to donated materials. Once accepted, donations are property of the Library and cannot be returned to the donor. If donations do not meet Kemp Library material guidelines they may be discarded.

You may also contact one of these libraries to donate your items:

**Eastern Monroe Public Library**

<https://monroepl.org/>

T. 570-421-0800

1002 North Ninth Street

Stroudsburg, PA 18360

**Pennsylvania Office of Commonwealth Libraries**

[www.statelibrary.pa.gov](http://www.statelibrary.pa.gov)

T. 717-787-2646

333 Market Street, 11th Floor

Harrisburg, PA 17126

United States

**State Library of Pennsylvania**

[www.statelibrary.pa.gov](http://www.statelibrary.pa.gov)

T. 717-787-3169

Commonwealth Keystone Building

Plaza Library (Museum Plaza Wing)

400 North St.

Harrisburg, PA 17120-0211

**Your Old Books**

<https://rbms.info/yob/>

**Better World Books**

[www.betterworldbooks.com](http://www.betterworldbooks.com)

If you have further questions about donating or would like to donate your books please contact Kemp Library at [klibrary@esu.edu](mailto:klibrary@esu.edu)