



Donation Policy

Thank you for considering the North Miami Beach Public Library for your donation! Donated materials are used by the Library for a variety of purposes, including being added to the collection for community use, being given out as prizes at Library programs, or being entered into the Friends of the Library book sale.

The Library can only accept donated materials that are in excellent condition and that meet our criteria based on the Library's mission in the community. The Library reserves the right to look over donations before acceptance and to refuse those that are not appropriate. Patrons wishing to donate materials must bring them to the Library in order to do so; the Library does not offer pickup services.

In order to be accepted, donations must fit the following criteria:

- Materials must be in excellent condition, and may not have significant wear, tear, staining, or damage. This includes intact spines, clean pages, easily readable covers, and lack of underlining, dog-earing, page yellowing, or other obvious signs of wear.
- Materials may not be incomplete or missing pieces/pages/sections/elements.
- Materials must be reasonably recent, relevant, and accurate (for example, the Library cannot accept nonfiction books with outdated/incorrect information).
- Materials must be appropriate for a public library collection (for example, the Library cannot accept college textbooks or filmed pornography).
- Materials with water, mold, or insect damage will not be accepted.
- Materials that require significant archival preservation may not be accepted if the Library is not able to provide the required care.



The Library *only* accepts donations of the following types of materials. Materials which are of especial interest to the Library are marked with an asterisk (*):

- Popular fiction books, in hardback or paperback
- Nonfiction books published within the past five years
- Children's books
- Films or television shows on DVD
- Large-print books (*)
- Books by local authors (*)
- Materials on Florida, Miami, or North Miami Beach history or culture (*)
- Board games (with all relevant pieces)
- Puzzles (with all pieces)

The Library does *not* accept any donations of any of the following types of materials:

- Newspapers
- Magazines (including "book-like" magazines such as *National Geographic*)
- Encyclopedias
- Textbooks or workbooks
- Pamphlets/Ephemera
- Vinyl records
- Music or Data CDs
- Cassette, VHS, or Betamax tapes
- Computer software
- Video games
- Personal letters/archives

Please note that the Library cannot guarantee acceptance of any donation and reserves the right to refuse donations that Library staff feel are not appropriate or useful. The Library also cannot guarantee that materials donated will be used in a specific capacity or for a specific purpose beyond the general uses described in this policy.

Donated items may not appear in active use immediately, depending on staff time needed for processing, cataloging, or other activities. The Library reserves the right to dispose of any inappropriate or unusable donations.