

DONATION GUIDELINES



WE ARE HAPPY TO ACCEPT CLEAN, UNMARKED, GIFT-QUALITY ITEMS:

- Gently used books
- Commercially recorded CDs, DVDs, or Blu-ray
- Magazines (less than 1 year old)
- Textbooks (less than 2 years old)
- Computer books (less than 2 years old)

WE CANNOT ACCEPT

ANY MATERIALS OLDER THAN 1985:

- Damaged books
- Catalogs
- Encyclopedias
- Cassettes or vinyl records
- Gift items

A maximum of 2 boxes may be donated during library hours **only** at the

Burbank Central Library

110 N. Glenoaks Blvd.
Burbank, CA 91502

For more than 2 boxes, please email friendsburbanklibrary@gmail.com or call the **Central** bookstore during open hours at 818-238-5636 to schedule an appointment.

We cannot accept more than 10 boxes.

Your generosity in donating **GENTLY USED** materials is greatly appreciated by the Friends of the Burbank Public Library.

All of the items for sale in our bookstores have been donated by individuals and groups in our community.

Your donations are tax-deductible.

All proceeds go to the Burbank Public Library in support of programming and special purchases.

Please review the Donation Guidelines on the reverse side for more information.

OTHER WAYS TO SUPPORT THE BURBANK PUBLIC LIBRARY

- Join the Friends
- Shop at our bookstores
- Volunteer at a bookstore



**BURBANK
PUBLIC
LIBRARY**