

# Donation Guidelines

The Millbrae Public Library is pleased to accept the following types of materials in good condition:

**Hardcover and paperback books  
CDs, DVDs, Cassettes, and Videos**

Your donation may be added to the library's collection or given to the Friends of the Library for their used book sales. All sales proceeds benefit the library.

***However, due to limits in storage and disposal space, and the potential for damage to the library's collection, the library cannot accept the materials listed below. Please check to see that your donation does not include the following:***

- Materials that have been stored in a garage
- Books with an accumulation of dust or cobwebs
- Books with yellow or torn pages or water damage
- Books that have been highlighted with pen or pencil
- Musty material smelling of mildew; try the sniff test
- Reader's Digest Condensed Books
- Textbooks and out-of-date computer books (before 2000)
- Encyclopedias more than 10 years old

Donations that meet the guidelines of acceptability may be brought to the Accounts Desk. Please do not leave books outside the library. If you have a large gift (3 boxes or more), please call ahead to make an appointment. You may call (650) 697-5535 or 697-0319.

If we are unable to accept your type of donation, the following organizations may accept used items in good condition. Please call each organization for detailed donation guidelines:

Goodwill, Burlingame	(650) 373-1235
Pick of the Litter, Burlingame	(650) 344-1662 (no textbooks)
St. Vincent De Paul, San Mateo	(650) 347-5101 (no encyclopedias)