

Institutional Library Development Donations Guidelines for the Public

Thank you for your interest in donating material to the libraries in Colorado's state institutions:

- Colorado School for the Deaf and the Blind
- Department of Corrections
- Division of Youth Corrections
- Colorado Mental Health Institutes
- State Veteran's Community Living Centers
- Regional Centers

The library is the central information center for the facility's staff and residents. We obtain only the best materials to allow our users to meet their informational, educational, recreational, and cultural needs and interests.

The libraries have limited space to collect and store materials and like all small public libraries:

- we are strict about the material we accept through purchase or donation
- we have interlibrary loan service to share resources in less demand

Please note that storage space is very limited, so donations larger than 3 boxes, or about 100 books, may take some time to organize.

Please use the following guidelines when choosing materials to donate:

Print Material

Condition specifications:

- Hard cover books should have dust covers or illustrated covers
- Paperbacks must have an intact cover
- Books printed in the last 30 years (recent reprints of classics are accepted)
- Magazines printed in the last 3 months
- Pages may not have significant highlighting or notes
- Pages may not be age-yellowed, musty, water damaged, moldy or mildewed
- NO Reader's Digest Condensed Books
- NO Time-Life Collections

Quantity limitations:

- Adult-interest material: maximum of 22 copies of a single title
- Teen- & Young Adult-interest material: maximum of 15 copies of a single title

The libraries have an especially high need for

- Current or recent bestsellers for adults
- Fiction published in the last 5 years
- Nonfiction published in the last 4 years
- Encyclopedias published in the last 4 years
- Young Adult literature published in the last 3 years
- Spanish-language material
- Children's books in gift-giving condition for the [Read to the Children](#) program
- Recent materials on vocations such as construction, woodworking, auto repair, plumbing, electrical, etc.
- Specialty Art/Photo books
- Books in large print

We have very limited use for

- Romance
- "Cozy" mysteries

Audio Material

- CD format only
- Original recordings (no copies or re-recordings)
- In a case with original cover insert
- In good working condition
- No sets with missing CD's

Video Material

- DVD format only
- Original recordings (no copies or re-recordings)
- In a case with original cover insert
- In good working condition
- Focus is on educational media, not entertainment

Updated: 7/16/15