

Donation Guidelines for the Public

Colorado Department of Corrections libraries appreciate donations and donors.

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

The library's responsibilities to offenders:

- support efforts toward self-improvement and successful reintegration into society
- increase literacy levels
- promote reading as a constructive use of leisure time
- teach effective use of libraries

DOC 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 help us provide offenders with the quality and subject areas of library materials they need by using the following guidelines when choosing materials to donate to CDOC's libraries.

Print

Condition specifications:

- Hard cover books should have dust covers (repairable tears ok)
- Paperbacks must have an intact cover (repairable tears ok)
- Pages may not be age-yellowed, musty, water damaged, moldy or mildewed

The libraries have an especially high need for

- Spanish-language material
- Children's books in gift-giving condition for the Read to the Children program.

Fiction

- published within the last 2 years
- topics appealing to the general reader
- focus on current or recent bestsellers
- NO magazines
- NO Reader's Digest Condensed Books or Readers Digest Select Editions

The following high demand genres depend on condition & publication date:

- Men's Adventure
- Western
- Science Fiction
- Classics
- Cult Classics

Nonfiction/Reference

- published within the last 2 years
- NO magazines
- NO textbooks

Encyclopedias

- published within the last 4 years

The following high demand subjects depend on condition & publication date:

- Specialty Art/Photo books
- Local and Colorado History

Audio CDs

- 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 (VHS & DVD)

- Original recordings (no copies or re-recordings)
- In a case with original cover insert
- In good working condition
- Packaging must explicitly state that public performance rights are included
- Focus is on educational media, not entertainment