

## Donations 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.

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 use the following guidelines when choosing materials to donate to CDOC's libraries.

### Print

Condition specifications:

- Hard cover books should have dust covers or illustrated covers
- Paperbacks must have an intact cover
- Pages may not be age-yellowed, musty, water damaged, moldy or mildewed
- NO items printed before 1985 (more recent reprints of classics are acceptable)
- NO items with significant highlighting or notes
- NO magazine back-issues (issues from the last 3 months are acceptable)
- NO Reader's Digest Condensed Books
- NO Time-Life collections.

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 5 years
- topics appealing to the general reader
- focus on current or recent bestsellers

The following genres are in high demand:

- Thrillers
- Western
- Science Fiction
- Urban literature
- Current YA literature (last 3 years)

We have very limited use for:

- Romance
- "Cozy" mysteries

## Nonfiction:

- published within the last 4 years
- NO textbooks, except for teacher's editions which contain the answers to ALL exercises & questions.

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

- Specialty Art/Photo books
- Local and Colorado History
- Recent materials on certain vocations (construction, wood working, auto repair, etc.)

## 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
- NO AUDIOCASSETTES

## Video (DVD)

- Original recordings (no copies or re-recordings)
- In a case with original cover insert
- In good working condition
- NO VHS

Focus is on educational media, not entertainment

Last Updated (Thursday, December 20, 2012)