



## **CYPRESS VILLAGE ELEMENTARY LIBRARY BOOK DONATION POLICY**

Thank you for your interest in donating books to our library. We appreciate your support!

### **DONATING NEW BOOKS**

If you would like to support our library by donating a new book, you can purchase an item off our [Amazon Wishlist](#) which will ship directly to the school. To acknowledge your generous donation, we will place a bookplate label with your child's name on the inside of the front cover.

### **DONATING USED BOOKS**

We accept limited donations of gently used books. Please note that our students are elementary-level (PK-6th) so we appreciate books that are age appropriate.

We do not accept the following:

- Magazines
- Books that are dirty, water stained, or damaged, has been written in or has torn pages
- Textbooks
- Encyclopedias
- Outdated books
- Materials that are not appropriate for elementary-levels students

Donations may be added to the school collection or used as reference inside the library at the discretion of the librarian.

The library reserves the right for retention, cataloging, and or disposal of our library collection.

### **Frequently Asked Questions**

## **I would like to donate gently used books to the Cypress Village Elementary Library. What do I need to do?**

Please contact the school librarian and provide the following information for each book you would like to donate. This information is helpful to us to determine if the book fits into our collection so we may be able to get back to you more quickly.

- Title of the book
- Series or book number if applicable
- Author's Name
- Hardcover or soft cover book binding

## **How are donation offers assessed by the Library?**

We use the following criteria to determine if we will accept the book donation:

- Condition of the book. We accept used books that are in good condition only.
- Is the book appropriate for elementary school students
- Does the book fit into our existing collection
- Is the book a hardcover or soft cover edition. Only hardcover books will be added to our library collection. Soft-cover books may be used for reading only in the library.

## **I've made an offer. What do I do now?**

We will send you an acknowledgement email and will be in touch once we've had time to review your donation properly. We value donation offers and carefully consider each one. We may ask you for more information to help us.

## **Does the Library accept donations on the spot?**

Unfortunately, we can't accept donations on the spot or in person. We need time to examine the book(s) and evaluate the condition of the book to determine whether it fits into our collection. Please don't send donations to us until we've agreed to accept it, as we're not able to return it to you.

## **Donation Receipts**

The library can only provide an acknowledgement letter for the donations and or gifts received but no value will be stated. We encourage donors to speak to a tax professional for advice on claiming deductions through our program.

For any further questions, please contact :

Cypress Village Elementary School Library  
(949) 936-8915

**Librarians**

Ms Julie Yonemura

Email : [julieyonemura@iusd.org](mailto:julieyonemura@iusd.org)

Ms Maricris Macasinag

Email : [maricrismacasinag@iusd.org](mailto:maricrismacasinag@iusd.org)

**Library Hours :**

Monday to Friday

8am - 1:30pm