



Portage la Prairie Regional Library

40 B Royal Road N., Portage la Prairie R1N 1V1
Ph: 204-857-4271 www.portagelibrary.com



DONATIONS: **LIBRARY FOR COLLECTION**

The Portage la Prairie Regional Library is a community organization that gratefully accepts donations by members of our community. For full **Donation Policy**, please ask at the front counter of the library.

MATERIALS ACCEPTED:

- Reference works that are less than **two years old**
- Children's and Adult fiction that is less than **five years old** and in 'like new' condition
- Non-fiction that is less than five years old, contains current and relevant information and is in 'like new' condition
- Current DVDs and audio CDs if they are in their original cases and have copyright statements that allow for use under normal circumstances
- Magazine subscriptions

MATERIALS **NOT** ACCEPTED INCLUDE:

- Materials in poor condition (water or smoke damaged, torn, stained, musty/smelly, yellow pages and items damaged by animals etc.)
- Encyclopedias, textbooks or Reader's Digest Condensed Books
- Dated information (old travel guides, medical and science books)
- Old magazines or loose issues of a magazine
- VHS, Beta, cassette tapes, computer software applications
- 'Burned' or pirated copies of digital materials
- Consumables (e.g. workbooks)
- Smaller than 13 cm (standard book pocket size) **Board Books excluded**
- Materials that cannot be shelved (e.g. ephemera, toys)
- Materials that contravene copyright law
- Other - as determined by the Director

Note: Donations that are not added to our collection may be sold at our Book Sale. The library reserves the right to refuse donations and dispose of unusable items.

For any questions email the Library Director at director@portagelibrary.com

Updated March 2025



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DONATIONS: **FOR BOOK SALE**

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- Reference works that are less than **five years old**
- Children's and Adult fiction that is in 'like new' condition
- Non-fiction that is less than **ten years old**, contains current and relevant information and is in 'like new' condition
- Current DVDs and audio CDs if they are in their original cases - **no 'burned' copies please**
- Magazines that are less than 10 years old
- Puzzles and Games that have all pieces included

MATERIALS **NOT** ACCEPTED INCLUDE:

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- VHS, Beta, cassette tapes, computer software applications
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HOW MUCH CAN I DONATE AT A TIME?

Space is limited! If a large amount of items are to be donated, please review the guidelines and phone ahead so that we may make space.

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