

## Cambridge Public Library Book Donation Policy

Thank you for thinking of the Library as a beneficiary for book donations from your personal collection. We are able to accept hardcover books in excellent condition that are currently on the Boston Globe or New York Times bestseller lists, and that currently have holds for Cambridge patrons. You may bring these items to any Cambridge Public Library location. There is a cost associated in processing all additions to the collection, so we must limit what we accept. We cannot provide receipts, nor can we return any donated item. For a list of area locations that do accept book donations, please click [here](#).

### ***Donations by Cambridge Authors:***

The Cambridge Public Library is committed to providing an outstanding collection of materials that reflects the needs and interests of our community. We are fortunate to have so many noted and emerging authors living in our city. Local interest and connections are always taken into consideration when selecting titles for the collection.

Cambridge authors wishing to donate a copy of their work to the Library for consideration are welcome to do so. (Please note that the Cambridge Public Library does not accept donations of self-published materials.) Each book will be evaluated by professional librarians specializing in collection development. If the title is determined to meet the criteria by which potential selections are evaluated, we will be happy to add the title to the collection. If the Library cannot accept your kind offer, we will mail the book back to you with our sincere appreciation.

### ***Procedure:***

Where possible, the author should be referred to Administration. When this is not possible, staff will provide the author with the form below and deliver both the book and form to Administration. The author can expect to receive a response within two weeks.

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### **Cambridge Author Donation Form**

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Thank you for your generosity and interest in donating a copy of your work to the Cambridge Public Library. You can expect to hear back from us within two weeks.**