

LIBRARY DONATION GUIDELINES

Our TCA libraries continue to grow at a rapid pace and your library staff is working very hard to offer an excellent information literacy program for your children. Our foremost goal is to develop a passion for reading in each child and to offer well supported, soundly based nonfiction for use in research by our students. We would like to thank the many parents who have so generously donated wonderful books for our library collections. Our current policy for donations to all TCA campuses is that we check the needs at each school and distribute donations where they are needed. If books are donated for which we already have enough copies or titles on that same subject, we offer them to our teachers for their classroom libraries. Books that are not taken by our teachers are given to a donation center.

We would like to inform you of some guidelines about what kinds of books we can utilize in our libraries. Please note that the library's acceptance of donations is dictated by the TCA Library Selection Policy.

- We prefer hardcover books for the library. Paperback copies can be better used by teachers in classrooms.
- Nonfiction books no older than 2016, to allow for accuracy (depending on subject)
- Reference books no older than 2018.

Some items we do not take:

- Books with adult content
- Magazines
- Textbooks
- Gadget books or board books
- Activity or Coloring books
- Encyclopedia sets
- VHS tapes
- Books with pop culture or trendy main subjects from television or movies

We want to again thank you so much for thinking of your TCA library when donating books!