

DONATION POLICY

Oxford Public Library accepts items which would otherwise be considered for purchase. The library has limited space, and therefore makes every effort to keep the collection current. The library retains unconditional ownership of all donated items.

Donations of 10 items or less may be brought for consideration during open hours. For larger donations, please set up an appointment time with our director via phone (319) 828-4087 or email at oxfordlibrary@southslope.net. Donors are required to stay in the library until the review of their donation(s) is complete.

The majority of donated books will be put towards the biannual book sales that help support programming efforts at the library. The library reserves the right to turn down any donation(s) at the director's discretion.

The library may accept:

- Puzzles and games which could be used for library programs
- Books published in the last 10 years or classics in good condition

The library does not accept:

- Items with damages including but not limited to: dirt, mold, odor, burns, chew marks, broken bindings, missing or torn pages, pages marked by ink or highlighter, etc.
- Encyclopedias/textbooks, outdated magazines, abridged or condensed books
- Recorded music (cassette tapes, records, or CDs), DVDs or VHS tapes

Monetary gifts will be added to library funds, which are used to purchase materials or pay for programs outside the scope of the operating budget.

Gifts are tax deductible. The Library does not place a financial value on materials received. The following serves as a receipt for your donation. Please retain this receipt for income tax purposes.

OXFORD PUBLIC LIBRARY DONATION RECEIPT FORM

112 N Augusta Avenue, PO Box 160, Oxford, IA 52322

Donor Name: _____ Phone: _____

Address: _____ City: _____

Number of Items

_____ Hardcover Books _____ Paperbacks

_____ Other: _____

Date: _____ Received by: _____

Updated November 3, 2025