

Washington State Library – Institutional Library Services Material Donation Guidelines

The Washington State Library partners with the Department of Corrections and the Department of Social and Health Services to provide library services to inmates in adult correctional facilities and patients in adult psychiatric hospitals. For more information, please see our website at <https://www.sos.wa.gov/library/institutionallibraryservices.aspx>.

ILS happily accepts donations of books, magazines, DVDs, and music CDs that are in good condition.

ILS staff will make the determination of whether or not to add donated materials to the library collections. All materials given to ILS branches are considered unconditional donations and cannot be returned. If material cannot be used by the branch receiving the materials, they will be offered to other ILS branch libraries or to other Department of Corrections facilities, then otherwise disposed of at the discretion of ILS staff and the ILS Program Manager.

Donations are tax deductible, however, library staff cannot determine the value of a donation for IRS purposes. We will gladly provide a letter acknowledging the donation if requested at the time of the donation.

High demand material

Current popular fiction, non-fiction, graphic novels and comics, popular music/chart toppers from all decades 50s-present, and feature films. *For specific items we are interested please see the link to our wishlists below.*

Donations ILS will not accept

Non-fiction books in frequently evolving subjects such as medicine and technology that are more than three years old.

Any material in poor condition, such as DVDs or CDs that are scratched/non-functional and books with water damage or mildew, loose pages, or broken bindings.

Magazines that are more than two years old.

If you have questions about whether or not particular material is suitable for donation, please contact the ILS Program Manager.

Other ways to donate to ILS

ILS maintains wishlists with request for books, magazines, and DVDs via Amazon and independent bookstores. Links to wishlists can be found at <http://www.washingtoncenterforthebook.org/ilswishlists/>

To make a financial donation visit <https://www.sos.wa.gov/donate/> and select Washington State Institutional Library Services as the program of your choice.

For coordination of donations or questions not answered in this document, please contact the ILS Program Manager, Laura Sherbo, laura.sherbo@sos.wa.gov 360-704-5250.