**The Ike Skelton Combined Arms Research Library** no longer accepts donations **of** books **and other materials**





**Due to changes in AR 1-100 THE ARMY GIFT PROGRAM**

If you feel your potential gift is of critical research interest to the Library (rare or unique items only), please call 913-758-3058. We can explain what is needed to forward your gift offer through proper command channels. Leave your name and contact information, along with a description or characterization of the material. You may also send this information to us by e-mail at: usarmy.leavenworth.tradoc.mbx.cgsc-carl-reference@mail.mil or by regular mail to:

ATTN: Collection Development

U.S. Army Command and General Staff College

Ike Skelton Combined Arms Research Library

250 Gibbons Avenue

Fort Leavenworth, KS 66027

**Other Options for Donating Books**

Please consider one of these other options for your donations:

* local public library
* used books stores
* post thrift shop
* charitable organizations such as [Books for Africa](http://www.booksforafrica.org/books-computers.html) or [Better World Books](http://www.betterworldbooks.com/go/donatebooks)

**If you can’t donate – recycle your books, recycling is the best and most environmentally-friendly option.**

The City of Leavenworth operates a Recycling Center for Leavenworth residents at the Municipal Service Center, 790 Thornton.  The Recycling Center is open Tuesday through Saturday from 8:30 a.m. to 12:30 p.m. Phone: (913) 364-5804

Fort Leavenworth Recycling Center is located near the horse stables on West Warehouse Road. There are also several paper recycling bins throughout Fort Leavenworth — two near the U.S. Disciplinary Barracks, at the schools, near Garrison headquarters at 296 Grant Ave., or any of the 32 mixed recyclable bins on post.

**Tips when considering donating materials to other organizations**

**Some examples of gifts that some library or charitable organizations encourages are:**

* Current bestsellers (in excellent physical condition) in fiction and nonfiction
* Classic fiction or nonfiction in excellent physical condition
* Books on CD (unabridged complete sets only)
* Musical recordings on CD only, in excellent condition, in jewel cases
* Timely nonfiction (two years old or newer) in excellent physical condition
* Large-print books in excellent physical condition
* Popular or classic DVDs in excellent condition

**Some examples of material that some libraries or charitable organizations will not accept include:**

* Travel guidebooks, computer books, or medical books over three years old
* Non-book material in outdated formats (e.g.: phonograph records, VHS tapes, music cassettes)
* Almanacs or encyclopedia yearbooks more than 2 years old
* Abridged or condensed books
* Magazines

**Gifts are also evaluated for their condition - libraries or charitable organizations will not accept:**

* Materials which have been stored in a garage
* Books with an accumulation of dust or cobwebs
* Books with yellow or missing or torn pages or water damage
* Books which have been highlighted or marked with pen or pencil
* Books smelling of mildew or visible mildew (try the sniff test)
* Books with damaged spines
* Audio-visual materials that are damaged or incomplete sets