

## -----Procedures for Accepting Donated Materials-----

**\*\*\*DONATED ITEMS ARE ACCEPTED ON MONDAYS BETWEEN 10am and 3pm\*\*\***

The Library will accept only items given unconditionally. Items may be accepted, rejected, added, and removed from the library collection at the discretion of the library staff.

The following guidelines are established to evaluate acceptance of donated items:

- Books in excellent condition may be added to the collection or placed in the book sale.
- Music CDs, DVDs, Audiobooks in excellent working condition with original packaging.

**The library cannot accept periodicals or magazines, VHS tapes, cassette tapes, encyclopedias, or text books.**

**The library CANNOT USE NOR ACCEPT FOR THE BOOK SALE items that are dirty, dusty, moldy, damaged, or have mildew. The staff will evaluate the condition of items before accepting them.**

Delivery of boxes and bags of items in greater numbers must be arranged through staff members who will verify that storage space is available before the delivery. The library DOES NOT have individuals to pick up, load, and unload donations.

The library staff will provide receipts for accepted gifts of books, audio, and video materials. The number of items donated will be documented on the receipt; no value will be assessed.

Questions or comments regarding the acceptance or declination of donations may be addressed to the Library Manager who will re-evaluate the decision and respond to the inquiry.

### **Other Donations:**

The library welcomes monetary gifts to purchase library materials. Gifts will be received with the understanding that materials purchased may be retained, located, relocated, or discarded at the discretion of the library. Gift plates will be added to memorial and honorary materials, and acknowledgement cards will be sent to those designated to receive them. The Library Manager may reject gifts that have other requirements.

Materials purchased with donated funds must meet established material selection criteria, will become part of the general collection, and will not be given special shelving and/or circulation treatment.

The library may not accept any printed or manuscript items, or any other objects if the condition of acceptance requires exhibition of the item, or that items be kept as a unit. The library will rarely accept objects other than printed, manuscript, or audiovisual materials. The library will accept no gift that bears conditions or requires special treatment.