

Materials Donation Policy and Form

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|--|---|---------------------|--------------------------|
| Section | Public Policy | Distribution | Public |
| Board Approval | March 16, 2023 (To Replace Used Book Donation Policy and Form - 2014) | Coverage | Public |
| Implementation | | Contact | Branch Manager, Director |
| Revised | | | |
| Implementation | March 17, 2023 | | |
| Related Policies, Procedures and Guidelines | | | |
| Related Forms | | | |

You can donate books and other materials to the library. Not all donations will be added to the collection. Donations may go into library book sales or be disposed of. Donations can be made at any branch. Librarians check donations to see if they can be added to the collection. Items added to the collection must meet the criteria in the Collection Policy.

Due to volume of donations, the library cannot inform you if your donation has been accepted or not. The library cannot return donated items.

The library cannot accept all donations. Below is a list of what we can and cannot accept.

The library accepts:

- Books published within the last five years
- Local history titles
- DVDs and Blu-Rays in original packaging
- New editions of classic titles

The library does not accept:

- Reader's Digest
- Magazines
- Encyclopedias, textbooks or religious texts
- Items in poor physical condition (example: scratched DVDs, yellowed or moldy books)
- Out of date technology (example: VHS or cassette tapes)
- Large donations of more than twenty-five (25) items

By signing this form, you are agreeing to this policy.

Signature

Name (please print)

Date

For Internal Use

Send signed form to Branch Manager at Library Headquarters.