



Materials Donation Policy

Board approved: 9/2011

The library may accept donations of books, audio books, CDs, DVDs, and Blu-Rays. Donations should be **clean** and in **good condition**.

The following types of items are discouraged for donation:

- Any items that are dirty, musty, or damaged
- Audio cassettes
- Encyclopedias or similar reference sets
- Incomplete multi-volume works
- Reader's Digest condensed books
- Textbooks
- VHS tapes

Donations will not be accepted with conditions, and all donations immediately become the property of the library. They cannot be returned. Some donations may be added to the collection. The same criteria for inclusion in the library's collection apply to gifts as to purchased materials. Any items not added to the collection will be sold through the library's ongoing book sale or donated to a third party. Dirty, musty, or damaged items or those that cannot be sold or donated will be recycled or discarded. Donations added to the collection may be subsequently withdrawn when they are worn or when their content is no longer current or desirable.

The library accepts donations during regular library hours. Items must be of a manageable quantity and weight for the person making the donation to carry them into the library without assistance.

The library cannot make any monetary appraisal of donated materials. Persons wishing for verification of their donation for tax purposes are solely responsible for reporting the number of items and must place their own value on the donated materials. The library can provide and initial a Donated Materials Receipt upon request as an acknowledgement of the donation.

The library reserves the right to not accept any used books or audiovisual materials at the time of donation.