

## **Gift of Library Materials Policy**

### **Application**

This policy provides guidance on the acceptance of gifts into the library collection. Members of the public providing these items are affected by this policy as are staff members who accept the gifts.

### **Statement of Purpose**

As noted in the Collection Selection policy, library materials are subject to criteria that may not readily apply to materials not intended for use in a public library. Gifts may or may not fit these criteria well. Most people providing gifts of materials intend to further the mission of the Library with these gifts.. This policy details special considerations that may apply to gifts of library materials regarding their selection, retention, reconsideration.

### **Policy**

All donated library materials will be evaluated based on the same criteria regarding selection, retention and reconsideration as library materials acquired regularly. In keeping with the standards for retention, donated items may be diverted from the collection for fundraising purposes or discarded. Items receiving any specific notice apart from the general collection (named collections, bookplates, etc.) may not be exempted from these standards.

The library will generally not accept donations of the following types of material: reference works, bound periodicals, or noncirculating physical formats such as video cassettes, vinyl records, etc. The library reserves the right to decline any donation at any point for any reason. Donors may not place conditions on the donation of materials.

NOTE: Donated items placed in the Green Better World Book Bin are not accessible by Library Staff. This bin is the property of Better World Books. The Library does receive a contribution from Better World Books for your donations.

### **Responsibility**

A receipt showing the date of donation and an estimated quantity of items is available upon request. The library will not provide assessments of value for donated items. The Library Director or a designee holds responsibility for providing documents related to the policy to concerned parties. The Library Director is responsible for training and supporting staff regarding this policy.

Approved Date: 6/12/2014

Revised: 6/12/2025

Reviewed by / on: