



## GIFTS POLICY

The library is grateful for gifts of materials. The collections of the library have been enriched by many fine donations of books and other materials which it would not otherwise have been able to purchase. The library especially welcomes and encourages items related to the history of the community and the region. However, in accepting a gift the library reserves the privilege of determining whether it should be added to the collection. Some of the criteria applied include: Is this a duplicate of an item already in the collection and of which the library has a sufficient number? Is this material outdated and therefore not of sufficient reference or circulating value to the library? Is this item in such physical condition that it can be used? Would this item add significantly to the quality of a subject collection? Would this item be of interest to the population using the library?

Especially desirable items include:

1. Print and manuscript materials on the history of the community and region.
2. Current bestsellers, both fiction and nonfiction.
3. Current books on CD.
4. Compact discs in good physical condition
5. DVDs in good physical condition.
6. Children's books in good condition.

Guidelines regarding the condition of materials are:

1. Books and audiovisual materials must be in good usable condition.
2. Books and audiovisual materials must be free of molds and odors caused by musty conditions, smoke or other reasons for offensive odors.
3. Books must be reasonably clean and free of excessive dust, grit, cobwebs, and the like.
4. Books must be free of bugs, silverfish, and other insects.

The following items will NOT be accepted:

1. Textbooks, classroom manuals, teacher's manuals, and related materials.
2. Books that have been marked with ink or highlighters.
3. Encyclopedias.
4. Videocassettes, music cassettes, or audiobooks on cassette.
5. Denominational materials and religious pamphlets.
6. Magazines.
7. Personal diaries, letters, workbooks, and the like.
8. Comic books.
9. Objects, other than traditional library materials, that would ordinarily be housed in a museum.

The library reserves the right to evaluate all items as possible additions to the collection or replacements for worn materials in the collection. The library reserves the right to dispose of donations if deemed unsuitable. Many items may be given to the Friends of the Library organization and offered to the public in a fundraiser sale. Some items may be offered to other libraries or institutions. For various reasons, some items may be placed in the city recycling program. No items will be returned to the donor. Librarians will not give appraisals of gifts and donations for tax purposes

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Please circle: Mr. Mrs. Ms.

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_ I have donated \_\_\_\_\_ books (quantity)

\_\_\_\_\_ I have donated \_\_\_\_\_ audiobooks (quantity)

\_\_\_\_\_ I have donated \_\_\_\_\_ movies (quantity)

\_\_\_\_\_ Please add a donor plate if item is added to the collection. Indicate wording below.