

Policy 3.2 Donations

The Library appreciates patron donations of new or gently used materials for our collections. In order to maintain a high standard certain criteria must be met for donations to be accepted. Material which does not meet these criteria would burden the Library with the cost of disposal. A staff member will assess material donations before they are accepted. Donations should not be left at the Library outside of hours. We only accept clean books, preferably in clean boxes.

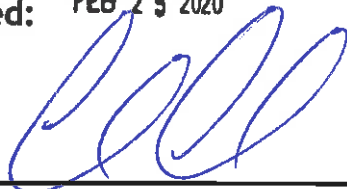
Damaged, yellowed, dirty, or worn books cannot be accepted. This includes books that are damp, moldy, mildewed, have pet or smoke odors, or books with high lighting or notes written in them. Books that have been stored in attics, basements, garages, or sheds may not be acceptably clean. Some categories of printed matter may not be acceptable. These include:

- Encyclopedias, atlases, textbooks
- Abridged materials (Readers Digest books)
- Magazines
- Brochures or pamphlets
- Books discarded from other Libraries

Books that are not added to the collection will be sold by the Friends of the Library at its used book sale or will be disposed of at the Director's discretion. Proceeds from the sale of used books are used to benefit the Library.

Receipts provided upon request.

Approved: FEB 25 2020



Cash Cook, Board Secretary