



POLICY

SECTION: 12.4.a.1

SUBJECT: Questions You Might Ask Before Donating Materials To The Library

Patrons inquiring about donating materials should ask these questions prior to making a donation.

- Can I be assured my gift will go on a certain library's shelves?

If you donate a title with a current copyright to a certain location, and they need that title, it will go on the shelves. If the location does not feel it needs the title, the material will be offered to other locations, sold on site, or at the book sale.

- Can I donate paperbacks?

Yes, we will put trade paperbacks with current copyrights into the collection, if we need the titles. We will sell all mass market paperbacks.

- Can I ask to be contacted if the book is not needed, so I can get it back?

When you give the library a book or other material, you are also giving the library the right to decide the best use of the material: shelf or sale.

- Can I donate magazines?

We'd rather you didn't donate magazines to the Main Library. However, some of the branches welcome magazines for their book sales. Please check with the staff before dropping off.

- If a book has been sitting in an attic or basement, will you accept it?

No. We can't accept old and moldy books for obvious reasons.

- Can I donate audiovisual items: cassettes, videos, DVDs, CDs?

- Cassettes and videos will only be accepted to be placed in the sale, not for the Library collection.
- Current year music CDs will be accepted for the collection if they fall under the following headings: classical, international, opera, blues, jazz, folk, church, gospel, musicals, seasonal. No popular music, including "Best of" albums will be added due to high loss rate; these will be placed in the book sale. If the decision cannot be made regarding the category of a music CD, it should be sent to Collection Development.
- DVDs will be accepted for the collection if they are in the original, unopened packaging

and meet the policy criteria of book-to-film (fiction) or the American Film Institute guidelines (fiction.) We will accept most non-fiction DVDs in original, unopened packaging with a current copyright. All DVDs in question may be sent to Collection Development for consideration.

- What type of material do you absolutely not want?

Material cannot be yellowed, brittle, missing pages or covers, or moldy. We do not want old textbooks, mass market paperbacks, spiral bound editions, Reader's Digest Condensed novels, notebooks, or any book that has been written in. AV material must not need repair.

- How can you be fussy? It's free material.

It's not free. Staff time, cataloging, labels, processing all add a hefty price tag to each gift item.

Adopted: December 17, 2007