

Gifts/Donations of Library Materials

The library acknowledges the great importance of gifts and donations to the Library's future growth and development. In recognition of such, the Library welcomes gifts of cash, securities, library materials, furnishings or real property. These gifts help enrich and improve the Library's resources.

ACCEPTANCE AND RETENTION OF GIFTS

1. Any donations or gifts to the library must be consistent with the library's policies, goals and objectives, and/or master plan.
2. Books or other library materials purchased by the donor for presentation to the library will be gratefully accepted provided they meet the library's selection policies and procedures and, in the opinion of the professional staff, they enhance the value of the library's collections.
3. Donated books are evaluated according to the same criteria that are applied to purchased material. Donated materials which have not undergone the library's selection process will be disposed of at the discretion of the library. Books not added to the library's collection may be sold at the Library's ongoing book sale.
4. Materials that we cannot accept are:
 - Outdated informational books (ex. technological, tax, investment, medical, legal, etc.)
 - Textbooks or encyclopedias
 - Reader's Digest abridged or condensed books
 - Books that are grimy, musty, moldy, mildewed or in poor condition
 - VHS tapes or audiobooks on cassette or music on cassette
5. All donations (of furnishings, equipment, and materials, etc.) become the sole property of the library. No gifts of this nature are accepted unless freely given to the Library without restriction to be used as the library sees fit.
6. The library is not obligated to keep donated materials for any length of time.