

## Plummer Public Library

### **7.0 LIBRARY DONATION POLICY**

The Plummer Public Library welcomes donations of books and other materials of value. This policy deemed necessary by the Board of Trustees serves to clarify which items are acceptable and desirable.

The library can only accept a limited number of boxes or bags at a time. More than three boxes require the prior approval of the Library Director. All donations must be brought to the Circulation Desk. Items left without approval will be discarded. The library does not pick up donations except under special circumstances with the approval of the Library Director.

Donated items are evaluated according to the same criteria as items purchased by the library, and accepted only with the understanding that the library may dispose of them in a suitable manner.

**7.1** The library accepts the following as gifts (all items must be in good condition):

- Bestsellers, classics
- Books on CD
- Children's books
- DVDs
- General adult fiction and nonfiction
- Good quality paperbacks
- Local historical materials

**7.2** The library is unable to accept the following as gifts:

- Books in poor condition: musty, dusty, water damaged or insect infected items, broken spines, missing or yellowed pages, missing covers
- Books on tape (cassettes)
- Books with markings or underlining
- Games
- Mass Market paperbacks in poor condition and/or over ten years old
- Outdated educational or reference book sets: textbooks, encyclopedias, periodicals, software
- Puzzles
- VHS tapes
- Vinyl records
- Workbooks or manuals
- Artifacts such as artwork, equipment of any kind including computers, furniture, etc. These items can only be accepted with the Director's approval and under very special circumstances.

**7.3** Plummer Public Library gratefully acknowledges all gifts of money or materials. Upon request, the library will provide receipts for all items donated; however, no dollar value may be set by the library for items donated.

**7.4** All donations become the property of the Plummer Public Library and may be disposed of at the discretion of library staff.