



## MATERIALS DONATION POLICY

The North Lake County Public Library District Board of Trustees and staff welcome the generosity and thoughtfulness of the community in supplementing the library's resources through materials donations.

Gifts and donations of materials for the collection are reviewed using the same criteria as purchases. We will consider adding materials that are current, not unnecessary duplicates, and are appropriate additions to our collection. Items not added to our collection will be placed in our Book Nooks, sold online, given to our Friends of the Library for book sales, given to other local organizations, or otherwise disposed. Gifts are accepted without restriction and with the understanding that they become the property of the library. The library reserves the right to dispose of any gifts that are given.

The library is most interested in the following materials for the collection and/or book sale (additional items are accepted for donation for other purposes):

- Hardbound and new paperback novels (Fiction)
- Hardbound Juvenile and Young Adult graphic novels
- Non-fiction books published in the last three to five years (dependent on subject)
- Children's and Young Adult books
- Books of local interest
- DVD and Blu-Ray movies

We cannot accept the following items:

- Items that are damaged (broken spines, loose pages, torn covers, scratched or missing discs, etc)
- Items that are dirty, musty or moldy
- Textbooks
- Encyclopedias & Dictionaries
- Atlases
- Reader's Digest Books
- VHS, Cassette Tapes, and pirated DVDs
- Outdated non-fiction titles (computer, medical, legal, etc)
- Magazines that are older than 12 months
- Puzzles with missing pieces

We cannot accept books that have been in boxes with rodent droppings or urine. Please check your boxes for insects before bringing them into the library.

Donations are accepted on Tuesdays from 10 a.m. to 6 p.m. Due to space limitations, if you are donating more than two boxes of materials please call in advance. Donations of mass

market paperbacks and current year magazines are accepted at any time. The volume of donations received prevents us from returning any donated items after they are given. The library does not place a monetary value on gifts. Appraisals for tax and other purposes are the sole responsibility of the donor. Upon request, a receipt will be provided reflecting the acceptance of a given quantity by the library.

Reviewed and Accepted by the NLCPLD Board of Trustees 9-26-2019

This policy was approved by the North Lake County Public Library District Board of Trustees on **September 26, 2019**.

Signed by:

Allen Bone, Board Chair  
Abbi Dooley, Library Director