

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 volume of donations received prevents us from returning any donated items after they 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 paperback novels (Fiction)
- 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

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 less than 40 years old & Dictionaries
- Atlases
- Reader's Digest Books
- VHS, Cassette Tapes, and pirated DVDs
- Outdated non-fiction titles (computer, medical, legal, etc no more than 3 years old)
- Magazines that are older than 12 months (certain titles may be considered beyond 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 of two or fewer boxes are accepted anytime. More than two boxes are preferred on Fridays from 1 p.m. to 4 p.m. Please contact us in advance if this time does not work for you. Donations of 10 items or less, mass market paperbacks and current year magazines are accepted at any time. 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.

This policy was approved by the North Lake County Public Library District Board of Trustees on **October 24, 2023**.

Signed:

Allen Bone, Board Chair

Abbi Dooley, Library Director