



MATERIALS DONATION POLICY

Statement of Purpose: 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. Library staff will consider adding materials that are current, not unnecessary duplicates, and are appropriate additions to the collection. Items not added to the collection will be placed in library Book Nooks, sold online, given to the 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 the Library 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 published in any year

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 Condensed 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- Outdated non-fiction titles (computer, medical, legal, etc.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

The Library 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.

Donation days are set each month and are preferred for drop-off of donations of more than 10 items. These dates coincide with sorting help from the Friends of the Library. Donations of more than 10 items on any other day must be prearranged with the Library and acceptance will

be based on items being donated and storage space restrictions. 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 revised and approved by the North Lake County Public Library District Board of Trustees on **August 26, 2025**.

Signed:

Allen Bone, Board Chair

Abbi Dooley, Library Director