

## ARTICLE 4: MATERIALS DONATION AND GIFTS POLICY

The Leon Valley Public Library appreciates your consideration in finding a home for your items. The library accepts books and other items with the understanding that they are added to the collection only if appropriate and needed. The Library Director will dispose of unneeded items as they see fit. The same criteria of selection which are applied to purchased materials are applied to gifts.

When accepting used books, publication dates and condition are important. The library will only accept books if the following criteria are met:

- a) Published within the last five years
- b) In good to excellent condition
  - a. Intact covers
  - b. No ripped pages
  - c. No names or identifying markers of previous owners
  - d. No apparent odor
  - e. No apparent soil
- c) Not weeded from another library

DVDs in good condition or better will be accepted if they are in their original packaging.

We do not accept:

- VHS
- Encyclopedias
- Textbooks
- Cassette tapes
- Books published more than five years ago
- Books with ripped pages and/or covers

- Books with identifying markers
- Books with visible soil
- Books with apparent odor
- Items left on the porch

Gifts of artwork, equipment, furniture, etc. must be approved by the Library Director.

The Tax Reform Act of 1984 bars museums, historical societies, libraries, and other donee institutions from providing appraisals for a donor's tax-deductible objects. The Library can provide an Acknowledgment of Receipt of Accepted Materials ([Attachment 13](#)) of the items if requested by the donor.

Memorial gifts of books or money are also accepted with suitable bookplates placed in the book.

It is desirable for gifts of or for specific titles to be offered after consultation with the library director.

Book selection will be made by the director if no specific book is requested.

The Leon Valley Public Library encourages and appreciates gifts and donations.