

DONATION POLICY

- Materials accepted:
 - Materials must be clean and in relatively good condition
 - Popular titles – paper and hardcover – fiction and nonfiction
 - Good condition older titles: i.e. potential collectors items
- Material not accepted:
 - Outdated nonfiction titles
 - Out-of-date encyclopedias
 - Magazines (including National geographic)
- Other conditions/preferences:
 - Materials must be boxed
 - Materials must be carried into the storage area...library staff will assist with carts
 - Materials may **not** go into the library collection and may go into the next book sale

DONATION PROCEDURES

General: Shelves along wall between Tech and the storage area are labeled for: unit 1) staff picks; units 2-3) incoming new book donations; and unit 4) incoming new media donations. Please put daily incoming titles at the end of the row of materials already shelved so as to indicate newer donations vs. what has been sitting there for a while. Staff should take their selections home every Monday before closing. All shelves, including staff picks, will be totally cleared (boxed) every Tuesday.

- All staff
 - Receive donations/direct donators where to put boxes
 - Give donator(s) acknowledgment receipt and verbally remind them that the materials may not go into the library collection
 - Whoever takes the donation should unbox/unbag the titles and put them on the donation shelves unless they appear to be older and less pristine or of an esoteric nature in which case just store in the storage area (use your judgment)
 - Staff selections: check every Monday. If the title is still there, please take it. (Librarians have the prerogative of reclaiming a staff pick for the collection).
- Ref/Youth librarians
 - Quickly eyeball materials for potential addition to collection, take items of interest elsewhere for further decision making
- Circ staff and/or all staff
 - educate public on donation policy if asked (types of materials accepted, remind them that the materials may not go into the library collection, they must be boxed & carried in)
 - direct public to receiving area
- Tech staff
 - Will clear and box shelves every Tuesday