

GREENWOOD LAKE PUBLIC LIBRARY POLICIES MANUAL

SECTION VII

Materials Donation Policy

We are most grateful for donations of materials to the Library. However, because of lack of space, we are unable to store excess donations that we cannot use or are unlikely to sell. Please note the following when considering donating materials to the Library:

1. Call the Head of Circulation or Library Director before bringing donations to the Library. Please leave a message if they are unavailable; they will return your call.
2. Donations of books in print, books on CD, puzzles, video games, board games or DVDs should be in reasonable amounts (no more than a box or bag full).
3. We do not accept videos, books on tape, textbooks, magazines, Reader's Digest condensed books or encyclopedias.
4. The items donated and their container must be free of mildew and dirt. Mildew is contagious and spreads to other books.
5. The Library reserves the right to use material donations for our collection or Book Sale. If the Library determines the material to be inappropriate for either our collection or our Book Sale, the Library reserves the right to discard it.
6. All donations should be brought into the Library during operating hours and should not be left outside the Library. Any donations left outside are immediately discarded because of possible insect/rodent infestation as well as dampness issues.

jc

1/28/10; 5/19/11; 2/28/13; 1/23/20