

# Mamakating Library

## **GIFTS & DONATIONS POLICY**

The Mamakating Library welcomes donations of books and other materials. Donated books are sometimes used to augment the Library's collection. They are also used for Book Sales held periodically.

Gift and donated materials are evaluated according to the Library's Collection Development Policy. Acceptance of gifts does not guarantee their inclusion in the Library's collection. No guarantee is made that any gift selected for use in the Library's collection will be a permanent part of the collection.

The Library reserves the right to use donations for the Library's collection or for a Book Sale. If the material is determined to be inappropriate for either the collection or Book Sale, the Library reserves the right to discard it.

The evaluation and disposition of gift/donated materials is the responsibility of Library staff authorized by the Library Director.

Donations must be in acceptable condition. Items smelling of mildew will be refused. Such items should be discarded at home. Items which have yellowed or stained pages, are written in or have underlining, have broken spines, or are damp and musty are not accepted.

**Donations of local history materials are encouraged.**

**Not accepted: magazines, textbooks, encyclopedias.**

Receipts given by the Library to donors are limited to a general acknowledgment that a gift was received. Assignment of value for income tax and other purposes is the responsibility of the donor. The Library does not appraise materials nor endorse appraisals provided by donors.

The donor is responsible for delivering all donations to the Circulation Desk. Library staff cannot provide assistance in bringing donations into the Library.

Due to space consideration, only small quantities of donated materials (no more than a dozen items) will be accepted at any one time. Larger quantities can only be considered on a case-by-case basis, by appointment.

Adopted 12/2/09  
Mamakating Library Board of Trustees