

DONATIONS AND GIFTS POLICY

PRINCIPLE(S):

The LIBRARY welcomes the donation of current books or other library materials in good condition as an aid to increasing the Library collection or for sale in the Used Book Sale. Donations and gifts will be used in the best interest of the LIBRARY, and subject to the terms of the donation. The following guidelines are provided for donors.

PRACTICE:

The LIBRARY may accept any donations. Unless specifically required in writing otherwise, donations are accepted with the understanding that they may or may not be added to the collection or, if added, they may be purged at the sole discretion of the LIBRARY. All donated items become Library property and are subject to Library policies.

Money donated to the LIBRARY should be made payable to Camp Verde Library Endowment (CVLE) or Citizens' Committee for Camp Verde Library (CCCVL) for a nonprofit tax deduction or to Camp Verde Community Library if no tax deduction is sought.

Books and audio-visual materials will be assessed for use according to the *Collection Development Policy*. Items that will not be placed in the collection will be given to the Camp Verde Library Endowment Group or current organization to put in their Used Book Sale.

The LIBRARY cannot make appraisals on donated items for tax deduction purposes. A letter acknowledging receipt of materials by the LIBRARY will be provided at the donor's request.

The LIBRARY reserves the right to refuse donations of materials that are in a condition unsuitable for library use or sale. Before bringing books or other materials to the LIBRARY for donation purposes, the following points should be considered.

- Condition of materials: No materials will be accepted that are not in good, clean, useable condition. Materials that contain any hint of mold, mildew, pests (insects or mice), highlighted text or other scribbling, or that smell strongly of tobacco smoke should NOT be brought to the library.
- Appropriate formats: Hardback books and paperback books in good condition will be considered. Audiovisual material such as DVDs, music CDs, and audiobooks on CD or MP3 must be the original item produced for sale with the original labeling.
- Age of materials: Encyclopedia sets, general reference sets, nonfiction books and textbooks that are less than two (2) years old may be considered. Other nonfiction materials such as cookbooks, craft books gardening books, history books, etc. will be considered on an individual basis.
- Periodicals: Magazines (not catalogs) less than 1 year old and in good condition may be

considered.

- Entire collections: Large or extensive gifts of materials will be evaluated and accepted or rejected by the Library Director or designated staff after consideration of the implications for library resources.

Members of the public seeking to donate items other than library materials or money should submit their contact information along with a short written description or photograph of the item(s) to be donated to Camp Verde Community Library for consideration.

Funds donated to the LIBRARY for use in a specific purchase of books, audiovisual or other materials will be subject to *Collection Development Policy*. Funds donated for other purposes will be accepted at the discretion of the Library Director.