

NEWAYGO AREA DISTRICT LIBRARY DONATION POLICY

Board approved 8/21/18

The Newaygo Area District Library (NADL) welcomes gifts of books and other materials with the understanding that such gifts must meet the same standards required of purchased materials as set forth in the library's Material Selection Policy. Gifts of books or other materials which do not comply with the Library's objectives and policies will be refused. No conditions may be imposed relating to any item either prior to or after its acceptance by the Library. All gifts and donated materials (including works of local authors) become the property of the Library. The manner of disposition of any materials which are not added to the collection will be decided by the Library.

GENERAL GUIDELINES FOR DONATIONS:

1 Condition: *All* material must be clean and in like-new or very good, gently-used condition.

Absolutely no: Items having water-damage, mold, mustiness or soiling.

Items that have an odor.

Items with torn, yellowed, or marked pages.

Items with missing pieces.

Items with broken binding, stained covers, or damaged pieces.

2 Types of Acceptable Materials:

- ❖ Fiction books with copyright dates newer than six years or non-fiction/informational books with copyright dates newer than three years. Items older than these date ranges **may** be refused depending on the subject matter.
- ❖ DVDs rated G, PG, PG13, and R. Unrated movies are subject to review and may be refused.
- ❖ Board games, puzzles, book formats like manga, graphic novel, large print and audio books on CDs.
- ❖ Unusual items, such as cake pans, equipment, hand tools and electronics. These items must be in working order and reviewed prior to drop-off and may be refused.

3 Materials Not Acceptable:

- ❖ Magazines, Textbooks, Reader's Digest Publications, or encyclopedias.
- ❖ Outdated Audio/Visual formats: VHS tapes, record albums, 8-tracks, or cassettes.
- ❖ Movies rated NC-17, X, or the equivalent; or pornography in any format.

4 Procedures for Donation Review:

- ❖ **Donations may not be left outside, in the lobby or stairwell, or placed in book drops.**
- ❖ Donations are reviewed on Fridays between 10:00 a.m. – 2:00 p.m.
- ❖ Staff review is required prior to leaving donations. Keep items in your vehicle for library staff inspection. Call or walk into the library to receive staff help.
- ❖ Limit your donation at one time to (2) average-size boxes/bags or less.
- ❖ Upon request NADL will provide a receipt of the gift, but the Library will not assess the value of a donation for tax purposes.