

COL-2 Gifts of Library Materials and Donations for the purchase of library materials

Approved: 11/13/07

Supersedes policy dated 12/13/2005

<p>Policy Statement: The Camden County Library accepts donations and gifts in accordance with the general selection criteria. Relevant materials in good condition may be added to the collection after evaluation by appropriate staff. Donated items may also be sold by the library in order to raise funds to help support library services.</p>

Regulations:

DONATIONS

1. When the library accepts donations of books and audio-visual materials a receipt can be given for the number of items donated. Library staff is prohibited by IRS regulation from assigning any value to the item donated.
2. The library has the right to dispose of the materials in whatever manner is most beneficial to the library, whether by adding to the collection, selling at the library book sale or in any other way.
3. While the library is grateful for the support of people who donate book and audiovisual materials, the library does not reply to each individual donor concerning which donated titles were added to the collection and which were placed in the book sale. The library also does not evaluate and then return items to the donor that are not added to the collection.
4. The library staff that bears the responsibility for collection development will use set criteria to evaluate any book or audiovisual material for addition to the collection.

GIFTS

1. The Library is grateful for gifts and its collection has been enriched by them.
2. In accepting gifts the Library reserves the right to evaluate them in accordance with the same criteria of selection applied to purchased materials.
3. No conditions may be imposed to any gift before or after its acceptance by the Library.
4. When the Library receives a cash gift, the selection of the materials to be purchased will be made by the Collection Development Manager. If the gift was given to a particular library branch or department the head of that branch or library department will make the selection.