

Donated and Gift Materials Policy

Donations and gifts may be made to the Cheboygan Area Public Library. Your gift or money to purchase new materials assists the Library in its efforts to provide books, materials, and services not otherwise available.

Books or other new library materials purchased by the donor for presentation to the library will be accepted provided they meet the library's collection development policies and procedures.

Gift bookplates or nameplates will be affixed to those materials chosen or accepted by the librarian according to a donor's request.

Gift items will be integrated into the regular library collection in normal sequence, available to all library patrons, and otherwise handled as any other material belonging to the library.

Donations of used books or artifacts will be accepted provided that, in the opinion of the professional staff, they enhance the value of the library's collection. The library may or may not put materials into the collection based on their physical condition and usefulness to library patrons.

Materials that do not meet the library's selection criteria will be disposed of at the discretion of the library. Books not added to the library's collection may be sold at the Friends of the Library's ongoing book sale. All donations (money and materials) become the sole property of the library. The library is not obligated to keep donated materials for any length of time.

The library shall accept no gift unless it is freely given to the extent that the library may use the gift as it sees fit. The library board reserves the right to make the final decision on the disposition of any gift.

The library will not appraise items for tax purposes. The library will provide (on request) a receipt to the donor for the gift.

The library is most interested in the following types of materials:

- Hardbound current fiction and non-fiction
- Children's books
- Manuscripts and other hand written materials
- Books of local interest
- Media material: audio books & video

Books and periodicals that we cannot use or even dispose of:

- Outdated informational books
- Books that have been kept in storage and have mildewed
- Reader's Digest condensed books
- Outdated textbooks and encyclopedias
- Periodicals and magazines of any kind

Board Approved October 13, 2005

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