

## Book Donation Policy

1. All donations accepted by the Sturgis Public Library become the property of the library, to be used as the library best determines. While we are appreciative of the generosity of our community, no guarantees are made that books or other materials donated will be added to the collection.
2. Donated books are evaluated according to the same criteria that are applied to purchased material.
3. Once processed by staff the item is either:  
added to our collection  
OR  
placed in our booksale (proceeds of which go toward library programming)  
OR  
if the item is in poor physical condition or contains out of date materials, will be disposed of at the discretion of library staff.
4. Used materials must meet the criteria established below. The library reserves the right to refuse to accept any materials which would only create a disposal problem.
5. The library is most interested in the following types of materials for inclusion in its collections or for adding to our ongoing book sale:
  - Hardbound current novels for recreational reading
  - Non-fiction books with current information
  - Cookbooks
  - Biographies and autobiographies
  - Children's books
  - Paperback books
  - Books of local interest
  - Media material: books on tape, DVDs, music CDs.
6. Books and periodicals that we cannot use or even accept as they present a disposal problem:
  - Outdated informational books (i.e., technological, tax, investment, medical, educational, legal, etc.)
  - Outdated textbooks or encyclopedias
  - Reader's Digest abridged or condensed books
  - Books that are grimy, musty, moldy or mildewed
  - Books with torn pages or missing covers, or that are written in
  - Books with editorial comments either written or typed in them
  - Newspapers or old magazines (Recent editions of magazines can be put directly into our Magazine Exchange)
  - Puzzles with missing pieces
  - VHS tapes

We accept certain materials within specified limits:

- Price guides and almanacs (current only)
  - Medical and financial advice books (less than 5 years old)
  - Travel guidebooks (less than 5 years old)
  - Computer manuals (less than 5 years old)
  - Test preparation guides (less than 5 years old)
7. Donated items not added to the library's collection or book sale may be given to local senior centers, prisons, or recycled.
  8. All donations become the sole property of the library. No donations are accepted unless freely given to the library without restriction to be used as the library sees fit.
  9. The library is not able to appraise or otherwise assign any monetary value to gifts of books for tax deduction or other purposes. Such appraisals must be done by a disinterested third party, at the expense of the donor.

*Adopted: 11/30/22*

*Reviewed: 9/27/23*