

DONATED BOOK AND MEDIA POLICY

The Auburn Hills Public Library accepts donations of books and media that are in new or gently used condition. All donated material becomes the property of the Auburn Hills Public Library. The Library makes the final decision on the acceptance, use or disposition of all donations and retains unconditional ownership of the same. Items cannot be returned to the donor.

The Library cannot accept material in poor condition (stained, water damaged, musty or moldy), textbooks, magazines, *Reader's Digest* condensed books, formats such as cassette tapes, VHS tapes, personally recorded audio or video items.

The Library can accept new or gently used hardcover books, quality paperbacks, encyclopedias (not more than two years old), media materials (DVDs, CDs, audio books, video games and vinyl records) in good condition.

The librarian reserves the right to choose which materials are added to the Library's collection. Materials not added to the collection and deemed of no monetary value to the Library may be discarded or donated to a civic organization, school or other library. **100 %** of the monetary proceeds from the book donation area will be used in support of the Library system and its collections, programs, and services.

The criteria for adding a donated book to the Library's collection will be the same as those used in purchasing new books. Such criteria include:

- A need for a book on that subject or by that author in the collection
- Content of the book is of sufficient quality to be added to the collection
- The information in the book is current and timely
- The binding is one that will hold up under Library use

The criteria for adding donated media and audio-visual materials to the Library's collection will be the same as those used in purchasing new media and audio-visual materials. Such criteria include:

- Media and audio-visual materials must be in excellent condition without any distortion or deterioration of audio or visual quality;
- Media and audio-visual materials must contain content that is appropriate for the Library.

Policy approved by the Auburn Hills Public Library Board of Trustees, July 18, 1996

Revised February 22, 1999

Revised May 25, 2004

Revised November 28, 2006

Revised August 27, 2013

Receipts for donated material will be given upon request. Contributions are tax deductible to the extent of the law. Please consult a tax advisor to ascertain the tax implications for any tax deductions. The Library cannot place a cash value on donated material.

The Library Director reserves the right to establish limits on the amount of items that may be accepted per donation and the times during which the Library will accept donations.

Policy approved by the Auburn Hills Public Library Board of Trustees, July 18, 1996
Revised February 22, 1999
Revised May 25, 2004
Revised November 28, 2006
Revised August 27, 2013