

**MINOT-SLEEPER LIBRARY**

**POLICY AND PROCEDURES**

Title: **MATERIAL DONATION POLICY**

Purpose: To establish guidelines for the receipt of material donations and gifts.

Effective Date: 4-28-2022 Approval Date: 4-28-2022

Approved By: Trustees Reviewed/Revised Date: 4-28-2022

Minot-Sleeper Library appreciates the generosity of persons that donate materials to the library. However, to maintain a quality collection for all we have established some basic guidelines.

The library will happily accept the following materials in good to excellent condition:

* Hardcover and paperback books - 5 years old or newer
* Music CDs - in good condition and in original packaging
* Books on CD - in good condition and in original packaging
* DVDs - in good condition and in original packaging

The library does not accept:

* Readers Digest Condensed Books
* Magazines
* Textbooks
* Encyclopedia sets
* Videos on VHS
* Vinyl records
* Music/books on cassette
* Abridged Audiobooks

Donations must be clean (no water damage, mold-free, odorless), pages whole, binding and dust jackets intact, free of highlights, underlining and notes.

All donated material becomes the property of the Minot-Sleeper Library. The library reserves the right to sell, donate, or otherwise discard materials at the discretion of the Library Director.

There is a limit of four bags or boxes accepted at one time. All donated materials must be delivered to the library.

If requested, an acknowledgement of donation will be provided. A listing of donated items and/or monetary value for the items donated will not be provided.

Changes to this policy can be made by the Director on a case-by-case basis at their discretion.