

LIBRARY POLICY: CD-3

EFFECTIVE DATE: 9/12/18

(This policy supersedes 10/27/16)

SUBJECT: Donations of Books and Other Library Materials

POLICY/PROCEDURE

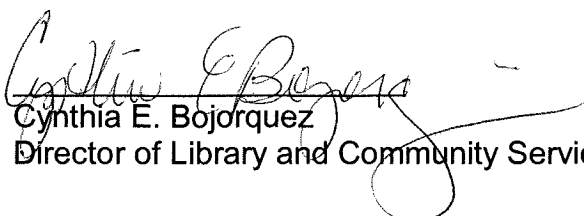
The library accepts donations of books and audiovisual materials in good condition, and reserves the right to reject materials for any reason. All donations are subject to the provisions listed below.

- Donated items become the property of the Sunnyvale Public Library.
- The library is under no obligation to add materials to the collection or to notify the donor of disposition of items.
- Donated items may be reviewed for possible addition to the library collection, based on condition and relevance to collection guidelines and policies.
- Items not added to the collection are given to the Friends of the Sunnyvale Public Library to sell to the public. The proceeds benefit the library.
- There is a limit of 4 bags or boxes of donated materials accepted on any one day from an individual. Donations must be delivered to the library loading dock or to the Customer Service desk. Those with larger donations may make arrangements with the Friends.
- The following types of materials are not accepted: newspapers, magazines, software, audio and video cassettes, home-made recordings, Reader's Digest Condensed Books, and encyclopedias more than 5 years old.
- Donation receipt forms are available to be completed by donors. Values are assigned by donors, not library staff.

PREPARED BY: Steve Sloan

9/12/18
DATE

This policy was approved on 11/29/18 and is to be included in the Library Policy Manual.


Cynthia E. Bojorquez
Director of Library and Community Services