

POLICY # 2-3

DONATIONS AND GIFTS POLICY

Donations:

The library will gratefully accept lightly used books in excellent condition. Many of them will be sold through the Friends of the Library ongoing book sale. Selected items may be added to the library's collection. All proceeds from the Friends book sale are used to enhance the programs and collections of the New Providence Memorial Library.

Due to space and storage limitations, the library cannot accept the following types of materials:

- Magazines
- Textbooks
- Old encyclopedia sets
- Readers Digest Condensed Books
- Books that are more than ten years old (except local history)
- Books previously discarded from libraries
- Items that are tattered, yellowed, musty, stained
- Items that are highlighted, written in, or that have loose pages
- Paperbacks that are obviously worn
- Computer software and computer manuals
- Videos that have been viewed more than a few times

Materials that are welcome include:

- Items about New Providence or New Jersey history
- Recent fiction/nonfiction books in excellent condition
- Paperbacks that are like new
- Children's books in excellent condition
- Audio and video cassettes and DVDs in excellent condition

Items will be accepted at the Circulation Desk. The library will not affix a value for income tax purposes to any gift accepted; this is the responsibility of the donor. The library will, however, on request, provide a form to record the number of books, videos/DVDs and audio books for the donor's records.

Gifts:

It is possible to make a monetary donation to the library for the purpose of purchasing new material as a means of honoring or remembering a loved one. It is helpful if broad subjects are designated so that an appropriate item may be selected. The item that is purchased will have a bookplate affixed, which indicates both the person being honored and the name of the donor. A letter will also be sent to the donor acknowledging the gift. Contact the director's administrative assistant for more information.

Approved September 20, 2005