

# GIFTS/DONATIONS TO THE LIBRARY

Indiana Code IC 36-12-3-5 d says The Library Board may accept gifts of real or personal property and hold, mortgage, lease or sell this property as directed by the terms of the grant, gift, bequest, or devise when the action is in the interest of the public library.

The Board of Trustees of the North Judson-Wayne Township Public Library will accept or refuse gifts of personal or real property as provided by this law. Unrestricted use or disposal of the real or personal property gifts is the only condition for acceptance by the Library Board. The wishes of the donor will be considered and honored if feasible in the context of the Library's long range plan and selection policies.

## Specific guidelines for donation of print and audio-visual items

Donations of used books, CDs, and DVDs will be accepted provided that, in the opinion of the professional staff, they enhance the value of the Library's collection. The Library may decline materials based on physical condition. **Please bring your donations in small boxes or bags that can be easily carried to the front desk inside the library.** All donations become the sole property of the Library. No obligation exists to keep donated materials for any length of time. Books not added to the Library's collection may be sold at the Friends of the Library's book sale.

The Library will not appraise items for tax purposes. The Library will provide (on request) a receipt to the donor for the gift and the donor may assign the value of the material donated.

## Donated books to the North Judson-Wayne Township Public Library must meet the following criteria to be considered for the collection:

1. Be in good condition.
  - a. Books must not be yellowed or have cracked spines.
  - b. There should be no underlining.
  - c. Books, paperback and hardback, must have covers
2. Copyrighted within the last 5 to 10 years.
3. CDs and DVDs in good condition regardless of age.
  - a. If they are in their original packaging.
  - b. If they consist of multiple discs, incomplete sets will not be accepted.
4. Make a valuable contribution to the existing collection.
5. Meet specific needs in a special collection.
6. Meet the selection standards of the North Judson-Wayne Township Public Library Collection Development Policy.
7. Or be of historical significance to the North Judson/Wayne Township community.

**Books and periodicals in the following categories WILL NOT BE ACCEPTED:**

1. Outdated informational books 5 years or older.
  - a. Encyclopedia and Reference sets older than 10 years.
  - b. Incomplete sets of any age will not be accepted.
2. Books that have been kept in storage and have mildewed
3. Reader's Digest condensed books
4. Periodicals and magazines of any kind
5. VHS tapes
6. Audio cassettes

Adopted 1/13/98

Reviewed 6/12/2001

Revised 6/12/2007

Reviewed 11/10/2009

Rescinded 4/11/2019