

Eagle Mountain Public Library Gift Acceptance Policy

EAGLE MOUNTAIN PUBLIC LIBRARY GIFTS POLICIES

The Eagle Mountain Public Library is grateful for donations of materials. Space and staff limitations make it necessary to evaluate all such donations carefully. With the exception of certain types of materials in the genealogy, local history, and archives areas, the library does not rely on donated materials as the primary means of developing its collection.

The following policies apply to all donated materials or money from any source.

Materials Intended for the Eagle Mountain Public Library

1. All donations to the library become the property of the Eagle Mountain Public Library, to use or dispose of as it considers best. The library reserves the right to add donations to the collection or to dispose of them in another way.
2. Donors of more than one bag or box must make an appointment with the director or the director's designee for evaluation.
3. Donations not accepted must be removed from library property immediately.
4. The library does not add donated materials to the collection if they do not meet the library's collection policies and selection criteria. In general, the following materials are not accepted for inclusion in the collection:
 - 4.1. Materials more than five years old, except in the case of classics in all fields of knowledge.
 - 4.2. Encyclopedias
 - 4.3. Magazines, including National Geographic
 - 4.4. Reader's Digest condensed books
 - 4.5. Textbooks
 - 4.6. Materials with torn or missing pages, broken bindings, damaged covers
 - 4.7. Materials that have been written in, highlighted, or underlined
 - 4.8. Copied articles, manuscripts, videos, or audio materials
 - 4.9. Musty, moldy, or mildewed materials
 - 4.10. Materials with insect, rodent, or pet damage

- 4.11. Materials damaged by food and/or liquids
- 4.12. Materials that have donor-stipulated restrictions on their use, distribution, exhibition, or retention
- 4.13. Materials lent to the library on a preview basis, including items donated by the author
- 4.14. Materials donated as memorials or in honor of someone
- 4.15. Materials of which the library has sufficient quantities or subject coverage
- 4.16. Materials the library would not purchase new
- 4.17. Materials that do not meet the requirements for any of the library's service roles
- 4.18. Materials that would be weeded because of age, condition, lack of use
- 4.19. Materials in formats the library does not have or no longer purchases; this includes but is not limited to videocassettes, audiocassettes, and LP recordings

Approved by library board: November 21, 2013