

LINEBAUGH PUBLIC LIBRARY SYSTEM POLICY MANUAL

Section No: PM-304

Date Approved: May 15, 2017

Subject: Gifts and Memorials

Approved: Christie Lee, Chair, Linebaugh Library Board Christie Lee

- (a) Acceptance of gift materials is governed by the same selection criteria applied to other library materials under consideration for addition to the collection. (PM-301, *Policy Manual*)
- (b) The Collection Development Coordinator reserves the right to exert final judgment on any material's potential addition to the collection, unless otherwise noted by the Library Director.
- (c) Monetary or book/audiovisual donations made to the library or to the Memorial Program may be used to supplement any collection within the library. All gifts and memorials become property of the library at the time they are given.
- (d) No conditions may be imposed relating to a gift given to the library. (PM-401, *Policy Manual*)
- (e) Any gift material(s) not chosen for addition to the collection will be donated to the Friends of the Library group for that branch. However, any memorial gift books not chosen for addition to the collection may be reclaimed by the donor within ten (10) business days. If unclaimed, Friends of the Library may then include these materials in their book sales in order to raise funds for the library.
- (f) Special Memorial Collections may be established within any branch of the Linebaugh Public Library System, but must first include a written agreement approved in advance by the Branch Librarian/Supervisor, Collection Development Coordinator, and Library Director. (PM-215, *Policy Manual*). Any items within this collection are subject to the same selection and withdrawal guidelines/criteria as set forth by the Collection Development Policy. (PM-301 and PM-302, *Policy Manual*)

(g) We are able to accept any items in new or gently used condition, meaning items that are still in the original packaging or those without any obvious damage. Examples of acceptable items include the following:

1. Books, especially bestsellers and/or new releases (items with a recent publication date)
2. Unabridged CD audiobooks, DVDs or Blu-rays, and music CDs
3. Rare items of specific interest to our Historical Research Collection

(h) We are unable to accept damaged materials. Examples of unacceptable items include but are not limited to the following:

1. Books with loose or broken bindings, yellowed or brittle pages, and/or torn/missing pages or covers
2. Books with excessive writing, highlighting, or other marks on the pages and/or covers or those with water damage or mildew/mold stains
3. Items with noticeable odors, such as cigarette smoke, moth ball odor, or other musty odors
4. Audiobook CDs, DVDs, Blu-rays, or music CDs with excessive scratches

(i) For gifts other than library materials and memorials, see section PM-401 of the *Policy Manual*.