

# **BOOK DONATION POLICY**

The Henry Henley Public Library gratefully accepts gifts of materials that fall within the mission statement of the library but reserves the right to evaluate and dispose of them in accordance with the criteria applied to purchase materials. Materials may be disposed of without notifying the donor if later examination indicates that the library cannot use them.

Donations of books will be examined and reviewed by the library staff, using the De-Selection criteria policy, to determine if the books should be put on the shelves for circulation or if they should be placed in the book sale, free library box, or discarded.

The library will not appraise donated books for tax purposes. The library will provide (upon request) a receipt for tax purposes for the donor with a space for the donor's estimated value of the materials.