

## **Donations of Materials T or C Public Library**

The Library accepts donations of materials. All donated materials become the property of the Library.

Only materials donated unconditionally and without reservations will be accepted, and they will be evaluated using the same criteria as materials that are purchased. If the Library director considers that the materials will be in demand and will enhance the collection, the materials will be cataloged and added to the collection. Those materials that are added to the collection will be classified and shelved according to standard procedures.

Materials not needed, but in good condition and still of value, may be used for the Library's outreach program, offered to another organization, or given to the Friends of the Library for its fundraising.

Donors will, upon request, be given a statement listing the number and general type of materials if they so request. The Library staff cannot assess the value of the materials donated.

This policy applies to all donations: artwork, collections, books, recordings, magazines, plants, furniture, etc.

The Library is grateful for materials donated as outlined above.