

**MONROETON PUBLIC LIBRARY**  
**Library Materials Donation Policy**

**July 2022**

Although the Monroeton Public Library appreciates the generosity of donors, only adult novels and children's books will be accepted as donations for our book sale at this time. The library will not accept adult books older than ten years, or Readers Digest Condensed Books. CDs and DVDs are the only other suitable material donations. We value community support of our organization.

The library reserves the right to make disposition of all materials received. The staff will use its best professional judgment, taking into consideration the same standards which apply to purchased materials.

If donated material is added to the library collection, the library reserves the right to classify and arrange the materials in whatever fashion is most keeping with the library's needs. The donor may not restrict access to, use of, or placement of donated materials. Donated materials, once added to the collection, will be subjected to the regular retention procedures.

The library does not provide an appraisal service, suggest value, recommend professional appraisers, nor provide lists of donated materials.

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**Received from** (please print legibly):

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Telephone: \_\_\_\_\_ Received By: \_\_\_\_\_ (Library Rep)

I, the donor, understand the library will make disposition of the donated materials in accordance with the Library Materials Donation Policy. I also understand the library cannot guarantee the return of any material once it is formally accepted.

I have read and acknowledged the above agreement.

(Donor): \_\_\_\_\_ Date: \_\_\_\_\_