

Wells Branch Community Library District

Donation Policy

The Wells Branch Community Library is pleased to accept donated books and media. We do not accept other materials without prior specific approval.

It is the desire of the Library to accumulate a *quality* (not merely a large) collection of books, periodicals, media, and reference material. In order to achieve this goal, we have established the following guidelines.

Donations become the property of the library and may be used to benefit the library in a variety of ways, including resale or donation to other agencies. Donors will not be notified regarding the disposition of their gift and donations may not be reclaimed. The library does not extend preferential treatment or fee reductions to donors.

Receipts for materials donated to the library will be provided, but placing or providing proof of a value on the material is the responsibility of the donor.

Physical Condition

- Books should be free of damage or odor
- Books should be attractive, with intact cover and pages.
- There should be no writing or personal labeling.
- There should be no indication of water, mold or mildew.
- There should be no indication of pests or insects.

Specific Categories we will generally NOT accept

- Publications with a copyright date earlier than three years in the areas of science, law, health, geography or technology.
- Condensed books.
- Used textbooks.
- Reference materials more than two years old.
- Propaganda or solicitation.
- Original media.
- Self-published materials.
- Unbound or temporarily bound materials.

Due to the nature or contaminants, any indication of water or animal damage may necessitate refusal of the entire donation.

Magazines

We accept magazines dated within the past 6 months, and especially appreciate continuing monthly donations of the same title.

Audio, Video and Other Media

- We accept compact discs, DVDs, and children's VHS movies in good working order.
- We accept donations of educational software on CD compatible with Windows XP or later, as long as the license and manual is included and license is assigned to the library.
- Media must be in its original case with all accompanying artwork and copyright information.
- We will not accept duplicated materials.
- We will not accept audio cassettes or VHS movies except for specific children's titles.

Any other supplies and/or equipment, including craft supplies, recyclables, and equipment for the LAB, can only be accepted when specifically requested by a library manager.