

**SPRINGDALE PUBLIC LIBRARY  
Policies and Procedures**

<b>Affects: Collection Development and the Bookstore</b>	<b>Effective Date:</b>	<b>Review Date: Feb. 22, 2006</b>	<b>Number</b>
<b>Signature: Name: Todd Wood Title: Board President</b>			

**A. Purpose**

The policy establishes the conditions for the receipt and dispensation of donated print and non-print materials.

**B. Policy**

Springdale Public Library welcomes gifts of print and non-print materials such as books, audio books, videos, CDs, DVDs, etc. All donated materials become the property of the Library and are accepted only without reservation. The Library applies the same criteria from its Collection Development policy in evaluating gift materials as applies to purchases. Donated materials may be withdrawn and disposed in the same manner as purchased material. The Library cannot accept responsibility for notifying donors of withdrawal or replacement of gift items.

Materials not added to the Library collection may be sold at the Friends of the Springdale Public Library bookstore or book sale.

Generally, the Library does not accept textbooks, condensed (Reader's Digest) books, magazines, or items that are in poor physical condition.

Gifts are tax deductible as provided by law. As the recipient of a gift, the Library cannot assign a market value to donated materials. For tax purposes it is the donor's responsibility to assign and document value for tax reporting. On request, a receipt will be provided describing the number and format of donated materials.

**C. Applicability**

This policy applies to all donated and gift materials.

**D. Responsibility**

The responsibility lies with the Library Director and staff overseeing the bookstore.

**E. Appendices**

**Donation Receipt**