

DONATION POLICY

1.1.a LIBRARY MATERIALS

Grand County Library District is pleased to accept donations of new and gently used books, audiobooks, music CD's, and DVD's. Because of the high cost of handling donated items, the Library is very selective in accepting donations and all accepted donations are done so unconditionally.

The following items will not be accepted:

- Items in poor condition – torn or yellow pages, highlighted text, mildew odor
- Textbooks
- Encyclopedias
- Magazines (including National Geographic)
- Condensed books (including Reader's Digest)
- Computer books

From book sale experience it is understood that these items will not sell. Though it is difficult to throw away items that have been useful in the past, some materials have simply served their purpose. Individuals are encouraged to check with local recycling agencies to see if such materials can be recycled.

Acceptable donations will be used for ongoing and special book sales sponsored by the Friends of the Grand County Library, Inc. Money earned through these events enhances the District's children's programs and services.

Library staff are unable to quote a value for the items donated, but upon request, a staff member will provide a receipt for the number of items donated and the date of donation.

Donors must contact their branch Library before bringing large donations to ensure there is space available for handling and storage.

1.1.b DONATIONS OF ITEMS OTHER THAN LIBRARY MATERIALS

Donations of items other than Library materials such as art, furniture, etc. must be presented to the GCLD Board for consideration at its next regularly scheduled meeting. The item must be approved by the GCLD Board before acceptance by the Library.

The Library staff will determine the best use of a donation, including its sale for the benefit of the Library.

Library staff are unable to quote a value for the item donated, but upon request, a staff member will provide a receipt for the item donated and the date of donation.

The Library does not provide for transportation of donated items.

1.1.c CASH DONATIONS

Grand County Library District is pleased to accept cash donations. The Library reserves the right to make the most appropriate use of all gifts, including cash donations.

1.1.d ALL DONATIONS

Donors may apply to the Library Board of Trustees for a variance from the Donation Policies. The board, in its sole discretion, will consider the request for variance at the next regularly scheduled board meeting.