



# POMONA PUBLIC LIBRARY

## Policy and Procedures

### Library Materials Donation Policy

Donations of materials from the public, including books, audio-books, recorded music on compact disc, and DVDs are welcomed by the Pomona Public Library with the understanding that such items will not necessarily be added to the collection. The same standards of selection will be applied to donations as to materials purchased with Library funds. Duplicate copies or materials not appropriate for addition to the Library collections will be given to the Friends of the Pomona Public Library and offered for public sale through the Friends Bookstore and periodic sales. Proceeds from these sales will be used to provide programs, materials and equipment not funded through the Library budget.

Due to the volume of gifts and space limitations, the Library cannot routinely accept donations of back issue periodicals or obsolete texts. However, it is recognized that some materials in this category may be of value. Potential donors of these kinds of items should contact Library Administration (909)620-2473 in order to be directed to the proper person to evaluate the request. If this individual is not immediately available, inquiries generally will be answered within 24-48 hours.

### **The Library does not accept materials in the following categories:**

- ✓ Magazines, unless screened and accepted by appropriate staff
- ✓ National Geographic Magazine
- ✓ Reader's Digest Condensed Books
- ✓ Books that have underlining, personal notations or highlighting
- ✓ Obsolete school textbooks, student workbooks, encyclopedias, medical and legal books
- ✓ Books that are dirty, water stained, warped, moldy or otherwise damaged
- ✓ Books with yellowed or brittle pages due to deterioration and age
- ✓ VHS and cassette tapes

If a donor feels a book is rare or unusual in its printing or illustrations, and desires that the Library add it to its collection, a request for an evaluation may be made to Library Administration.

Materials related to local or California history and Genealogy will be given special scrutiny by the Collection Development Librarian regardless of the above conditions.

Gifts to the Pomona Public Library or to the Friends of the Pomona Public Library are tax deductible to the extent allowed by law. The Library will provide the donor with an acknowledgement of the gift, but cannot provide a value on the items. The Library will not acknowledge for tax purposes any donated materials that fall into any of the above unacceptable categories.