

LAKEVIEW PUBLIC LIBRARY
1120 Woodfield Road
Rockville Centre, NY 11570

MATERIALS DONATION POLICY

SCOPE

The Lakeview Public Library welcomes donations of books and other materials and accepts monetary contributions toward the purchase of materials. The Library reserves the right to decide the disposition of all gifts received. Gifts accepted for addition to the Library's collection become the property of the Lakeview Public Library and will be placed where most appropriate.

OBJECTIVES

The following items will assist the Library staff in accepting books and other library materials:

- The Library will not accept Text books of any kind (college level, high school level, etc.)
- Paperbacks that are more than ten (10) years old will not be accepted.
- The Library will not accept damaged books, e.g. water damaged; mold and/or dust infected, written and/or highlighted texted pages; torn and ripped pages; dog-eared pages, etc.
- Absolutely no bug infested books, e.g. cockroach eggs, bed bugs, fleas, etc.

We reserve the right to refuse books. Qualified staff personnel will review all material donated ***before*** accepting donations. Unaccepted material should not be discarded on Library property.

Upon request, the Library will acknowledge your donation with a thank you letter. Please leave the name and address of the person to whom the letter should be addressed

Book and other library material donations are accepted ***only*** during the months of April and November.

Adopted by the Board of Trustees
On May 11, 2011