



Donations Policy

Dunedin Public Library solicits and encourages the donation of useful materials provided they meet the criteria applied to other acquisitions, and provided they are given without restrictions or obligations.

- The Library is free to dispose of unneeded or duplicate materials.
- The Library cannot return donated materials to the giver.
- The Library cannot appraise gifts for tax or inheritance purposes; however, a form can be given to the donor stating the number of items and the date given.

Selection criteria

Donations will be sorted as soon as possible according to condition. Materials that are wet, moldy, bug-infested, dirty, chewed or otherwise damaged will be discarded immediately. The remaining materials will be evaluated and placed in one of the following categories:

- Materials that may be added to the collection. These will require additional evaluation by the staff member assigned to select the relevant portion of the collection.
- Materials that may be valuable and may be sold to a bookseller.
- Materials that will be discarded.
- Materials that will be given to the Friends of the Library for the Book Store.

Evaluation criteria

All materials considered for addition to the collection must be in excellent or very good condition.

- Books should have jackets (if applicable) and should not have yellowed pages, missing pages, underlining, or writing.
- Magazines should not be cut up or have missing pages.
- Audiovisual materials should ideally contain all original material such as liner notes.

Materials will be evaluated by appropriate staff member for condition, currency, relevance and community interest. Materials may include, but are not limited to, the following:

- Current best-sellers

- Fiction and nonfiction books by popular authors that may fill gaps in the collection or replace damaged or worn copies.
- Nonfiction books on subjects requested by patrons that may fill gaps in the collection
- Classics
- Audiovisual materials.

Children's and young adult materials in excellent physical condition will be given to the Head of Youth Services for further evaluation.

Criteria for items given to the Friends of the Library

- Textbooks less than 5 years old
- Encyclopedias less than 10 years old
- Computer books less than 3 years old
- Books on politics, law and economics less than 3 years old
- Books on test preparation, such as GED, less than 3 years old
- Books on the sciences less than 5 years old
- Medical books less than 5 years old
- Craft or decorating books less than 10 years old
- Travel guides less than 5 years old

Items that are older than these guidelines will be discarded.