

AMHERST PUBLIC LIBRARY
MATERIALS DONATION POLICY

Donated books and other materials are added and deleted from the library's collection according to the criteria applied to all other library materials. The disposition of donated materials is entirely up to the library. Donated materials that are in good physical condition, that are not added to the library's collection, are given to the Friends of the Library for their book sales that raise money for library projects, programs and materials. The following guidelines apply to donated materials to the Amherst Public Library.

- Items donated to the Amherst Public Library based on their historical value will be accepted at the library's discretion regardless of their physical condition and/or accuracy of content.
- Donated items must be in good physical condition. Items that are damaged in any way will not be accepted by the library.
- Reference materials should be current and up to date and provide accurate information.
- Library staff members are not qualified to assess the fair market value of donated materials. A donor may request an "acknowledgment of a donation" form.
- Donated materials must be delivered to the library. The library does not have resources available to pick up donated materials.
- Amherst Public Library does not accept materials with restrictions concerning, circulation, location or usage. The library determines the use, location, and method of processing for all materials.

Adopted by the Amherst Public Library Board of Trustees 6/15/09.

ACKNOWLEDGEMENT OF A DONATION

This is to certify that on _____ (date). Amherst Public Library
received a donation of (describe items) _____

from _____ (name of donor).

Staff Member

Date