

Peach Public Libraries Donation of Library Materials Policy

Peach Public Libraries Board of Trustees has adopted the following policy to govern the donation of library materials.

Peach Public Libraries (PPL) welcomes donations of books and other materials. Donated materials are sometimes used to augment the Library's circulating collection. They are also used for the Library's Book Sales.

Donated materials are evaluated according to the Library's Collection Development Policy. Acceptance of donations does not guarantee their inclusion in the Library's collection. No guarantee is made that any donation selected for use in collection will be a permanent part of the Library's collection. The Library reserves the right to use donations for the Library's collection, or for the Book Sale. If the material is determined to be inappropriate for either the collection or the Book Sale, the Library reserves the right to discard it or donate to other organizations. The evaluation and disposition of donated materials is the responsibility of Library staff authorized by the Director.

Donations must be in acceptable physical condition and format.

Donations of Local History materials are encouraged.

Magazines, textbooks, and encyclopedias are not accepted.

If accepted, the donor will be given a general acknowledgement letter that a donation was received. Assignment of value for income tax and other purposes is the responsibility of the donor. The Library does not appraise materials nor endorse appraisals provided by donors or other appraisers.

The donor is responsible for delivering all donations to the area designated by Library staff. Library staff cannot provide assistance in bring donations into the Library. Due to space considerations, only small quantities of donated materials (no more than a dozen items) are acceptable at any one time. Larger quantities can only be considered on a case by case basis by appointment.

Approved by the Peach Public Libraries Board of Trustees 12/01/2011.

**Thomas Public Library
315 Martin Luther King Jr. Dr.
Fort Valley, Georgia 31030
(478) 825-1640 phone
(478) 825-2061 fax**



**Byron Public Library
105 Church Street
Byron, Georgia 31008
(478) 956-2200 phone
(478) 956-5688 fax**