

 STANISLAUS COUNTY LIBRARY	REVIEWER: Sr. Leadership Committee	NUMBER: 3.8
	DATE DEVELOPED: 1995	DATE REVISED: 1/01; 1/07; 5/10/12
PAGE: 1 of 1	APPROVED: Vanessa Czopek	
TITLE: BOOKS AND MATERIALS GIFT POLICY		

The Stanislaus County Library is a public library system consisting of one main library, 3 regional libraries and 9 smaller branches. The library collects carefully-chosen materials to encourage lifelong learning and the love of reading, creating a diverse collection that includes all points of view. Gift materials must meet the same criteria for selection as purchased materials. The collection development policy is posted on the website (www.stanislauslibrary.org). Click on "About the library" then click on "Policies & Guidelines." The emphasis is on acquiring current materials of wide-ranging interest to the general public. Except in the case of local material, historical collections are not maintained.

Gift Books

Because of the amount of staff time required to evaluate older materials, the library accepts gifts of books with the intent of only keeping **recent books that are in excellent condition**. Typically, books more than 2 years old are sold through library sale shelves or donated to Friends of the Library groups.

Popular mass market paperbacks in good condition are accepted and may be circulated on an honor basis. This is a popular service for customers who purchase and read large quantities of fiction paperback series and wish to share them.

Gifts of Videos, DVDs, and Audio Books

Due to the difficulties in evaluating the condition of the donation, these must be previewed before being placed in the collection. Because of the amount of staff time this requires, only new items still in their shrink-wrapping are accepted. These must also meet the criteria listed in the collection development policy.

Gifts of Magazines

The library is unable to use gifts of back issues of magazines because of space limitations. Some back issues on microfilm are maintained and the library subscribes to an online magazine database that offers full text of many publications.

All materials donated to the Stanislaus County Library become the property of the library. The library does not value the price of the donations. It is the responsibility of the donors to do so. The library will provide a receipt of number of items donated (i.e., 5 boxes) upon request.