

Farmington Area Public Library District

Material Donations Policy

Donation of Books and Audio-Visual Materials.

In accepting a gift of materials, the library reserves the privilege of deciding whether items donated should be added to the collection. Out of the many books and other materials which citizens so generously give, a considerable proportion can be used. Some cannot, because any library material, though of value in itself, may be: (1) a duplicate of an item of which the library already has a sufficient number; (2) outdated--interesting but not of sufficient present reference or circulating value to the library; and/or (3) in poor condition--which would not justify the expense of processing it, i.e. cataloging and preparing it for circulation. The material will be judged by the same standards of selection as those applied to the purchase of new materials. The Farmington Area Public Library District accepts gift books with the understanding that books which are useful to the library collection will be retained and other books disposed of in whatever manner the librarian deems best. The Library necessarily reserves the right to interfile gifts with other collections on the same subject, so that all collections are organized and classified according to library standards for the best public service.

All materials donated to the Library become the property of Farmington Area Public Library and may be added to the collection according to the Library's collection management policy. Items not added to the collection may be used, sold, or recycled at the discretion of the library Director. All book sale proceeds are used to benefit the Library.

Donations may be made during regular Library hours and should be brought to the Circulation desk. Letters of acknowledgment will be provided, if requested by donors, within 1 week of donation. Material donations are tax deductible to the extent permitted by law and IRS Guidelines. Staff will not assign a value to the items donated.

- We welcome the following items: (prefer titles less than 5 years old unless they are classics)

Books, hardback and paperback, in like-new condition
Commercially made DVDs and Blu-rays

Historical items, with relevance to Farmington, Trivoli, Hanna City and Middle Grove.

Adopted on March 21, 2022
Adopted changes July 17, 2023
Adopted changes April 14, 2026

- We cannot use the following items:

Books that are in poor condition and/or contain out of date information.

Books on CD

CDs

Text books

Magazines

VHS tapes

Records

Books on cassette

Audiocassettes

Encyclopedias

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