

# Lynchburg Public Library Policy Manual

**Issue Date: 6/03/2016**  
**Updated: 10/17/2022**

## Gift Policy

The Lynchburg Public Library appreciates the thoughtfulness of its patrons who donate a variety of print and media materials to the Library. Gift materials are accepted with the understanding that ownership passes to the Library. The Library reserves the right to transfer items to the Library's Book Sale, Little Free Library, or other suitable agency, and to discard or recycle materials as necessary. Monies accrued from the sale of items not placed in the collection directly benefit the Library.

All Library locations will accept donations of books, audiovisual material, and other items circulated by the Library in new or used condition. All donations are accepted with the understanding that the Library selectively adds donations to its collection. At the time of donation, Library staff will offer a donation/tax receipt to the donor. Library staff does not appraise the value of donated books or other materials.

The Lynchburg Public Library will consider adding donations to its collection based on several factors. Items to be added to the collection are restricted to those in "as-new" condition. Librarians will use professional judgment to determine if an item meets the Library's materials selection policy and will enhance the Library collection. In addition, the Library will selectively accept donations of items produced by local authors and items of local interest. While donations and gifts can enhance the collection, the cost of processing the materials must be taken into consideration.

For the general collection, donations of special gift collections carrying stipulations are not accepted.

### Gift Policy Updates – October 2022

1. All donated materials must be in like-new or gently used condition and must be relatively current.
2. At this time, we are limiting donations to 50 items per month.
3. Preferences include newer fiction books, bestsellers, recent magazines, DVDs, classics, history books, CDs/audiobooks, younger children's books, and specialty books (for example: arts/crafts, sewing, woodworking, how-to, decorating, etc.)
4. We do not accept *Readers Digest* condensed books, VHS/cassette tapes, textbooks, encyclopedias, *National Geographic* magazines, books in foreign languages, or damaged, stained items (spots on page edges, mold, loose pages/binding, odors, excessive dust, dirty, etc.)
5. Books need to be boxed or in sturdy bags with handles.
6. Donations can be made at the circulation desk during library hours. Donations should not be placed in the book drops or left outside when the library is closed.