

Armorial Tuttle Public Library

Books and Gifts Policy

- **Gifts and Bequests**

The Library Board and staff look with favor on gifts in the form of materials and/or funds to be used for the purchase of resources or other items. Books and other materials will be accepted on the condition the Board and Director or designee have the authority to make whatever disposition is deemed advisable.

Staff members responsible for the selection of materials will base their decision to include gift materials in the Library's collection on:

- Whether the item conforms to the Library's standards of materials selection
- Whether the physical condition is satisfactory
- Whether the Library needs the title or added copies of the title in its collection

When the Library receives a cash gift for the purpose of memorial, tribute, or other materials selection may be made by the donor or Library Director at the request of the donor. The general nature of a collection item, or its subject area, will be based on interests specified by the donor and the needs of the Library. In the event the donor has no preferences, the donation shall be used for whatever materials or equipment are deemed to be of greatest need for the Library.

Items the Library will not accept:

- Encyclopedias, Textbooks, and yearbooks
- Books damaged by liquids, torn pages, or missing/no ISBN bars
- Personal property, portraits, antiques, and other related objects

The Library will not accept materials and/or items that are not outright gifts/donations.