

Bucks County Free Library

Development

GIFTS OF LIBRARY MATERIALS

Policy Statement

The Bucks County Free Library (BCFL) accepts public donations of books and related materials, such as DVDs and music CDs. All donated materials become the property of the library. The library retains unconditional ownership and makes the final decision on how donations are used.

Donated items are sold in library book sales. Revenue from book sales is used to offset general operating costs. Donated items generally are not added to library collections.

Because the library has limited capacity to arrange and pay for disposal or recycling of unsaleable materials, the only materials that will be accepted are those that have a resale value.

The library limits days and times donations will be accepted in order to focus staff and other resources on core public services and activities. The library may, at its discretion, make arrangements with Friends groups or other volunteers to manage library book donations and sales.

Regulations

Donations must be delivered to library service desks during open hours. Donation hours are listed on the library's website and posted on signs in library buildings.

Donated items may not be left in book drops or on sidewalks outside buildings. In order to deter dumping the following signs are posted at each location on book drops and near entryways:

“No dumping. Book drops are only for library materials. No dumping. Please bring donated materials inside. Notice: This property is protected by video surveillance.”

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BCFL reserves the right to limit or refuse donations. The following items are not accepted:

- Encyclopedias
- Textbooks
- Magazines
- VHS tapes
- Reader's Digest Condensed Books or other abridged versions
- Damaged items, such as items that are moldy or mildewed, have torn, chewed, or missing pages, have highlighting or writing, or are insect or water damaged.

The library does not offer a donation pick-up service.

The library does not set a value on donations, appraise items, or recommend appraisers. Upon request library staff will provide materials donors with initialed and dated receipts that donors may complete to track or record their donations. Donors are urged to consult with tax advisors for professional advice on valuing donations.

Adopted by the Board of Directors January 18, 2000
Revised 2/17/2009; 12/20/2016