



## Gifts and Donations Policy

Starke County Public Library System welcomes donations of materials and/or monetary gifts for improving the library. Please understand that donated materials and monetary gifts become the sole property of the library, which makes the final decision on the disposition and labeling of the gift or donation.

The library will furnish appropriate acknowledgement for monetary gifts, material donations, or memorial contributions. The library will not appraise or establish a value for the worth of donated materials.

### **Material Donations**

The Starke County Public Library System is happy to accept donations for fiction and non-fiction books, music (CDs only) and DVDs. ***Please call*** the library before bringing in donations when possible at 574-772-7323. All proceeds from the book sale support the Starke County Public Library System.

### **Donations must adhere to the following guidelines:**

- All materials donated become the property of Starke County Public Library System and will be used as the Library desires.
- The decision to include a donation to the library collection will be guided by the same principles and criteria applied to the selection of an item for purchase. Please see the Collection Development Policy for more information.
- Please donate only recent and gently used items;
  - Fiction and Non-Fiction Books must be copyrighted within the last 5 years.
  - All items must be clean, dry, in good condition with covers, and mold-free.
- The Library cannot place a monetary value on materials donated but will issue you a receipt indicating the total number of items donated.
- Please bring materials into the library. Do not leave any materials by the drop box or on the sidewalk by the doors. We accept donations at the Circulation desk during normal library operating hours.

# Starke County Public Library System

152 W. Culver Rd.  
Knox, IN 46534



Phone: (574) 772-7323  
Fax: (574) 772-4207

- The Library does not have help onsite to unload your donations. You must be able to bring these items into the Library yourself.
- Items of local historical significance may be donated to the Library for the Indiana Room Collection. Designated Library staff members have sole discretion in the matter of materials retained for the collection.
  - Please contact Ellen Pitcher (574-772-7323) before bringing such a donation in.

## **Prices**

The following book sale prices are for items donated to the library or weeded from the library collection.

<b>Material</b>	<b>Price per Item</b>
Hardback Books	\$0.50
Paperback Books	\$0.25
DVDs	\$1.00
CDs	\$1.00
Audiobooks	\$1.00
Magazines	\$0.10

## **Bag Sale or Reduced Prices**

Occasionally, the book sale prices may be reduced to promote the library or if we have an overstock of donated items or weeded items from the library collection.

## **Recycling**

Materials in the book sale room that are not sold within three months will be recycled or discarded if not eligible to be recycled. We also may donate them to other areas around Starke County.

Adopted by the Starke County Public Library Board of Trustees 11/13/2019