

EUREKA PUBLIC LIBRARY DISTRICT

DONATIONS POLICY

The Eureka Public Library is grateful for gifts, and its collection has been enriched by donations of materials as well as monetary contributions.

Material gifts: Through donors, the library has been able to acquire materials that could not have been purchased otherwise. Library materials receive a lot of wear and tear, so donations must be in excellent condition to stand up to the high use they will receive.

Materials we particularly like to receive:

- Books published in the last three years and are in excellent condition
- Recent bestsellers
- Classics that are in excellent condition
- Local history titles
- DVDs and Blu-rays

We DO NOT accept the following items:

- Encyclopedias
- Textbooks
- Reader's Digest Condensed books
- Dated materials, such as old travel guides or testing study guides
- Anything in poor condition (torn, musty, yellowed pages or mildewed)
- Old magazines
- VHS and cassette tapes

You can drop off donated items at the Library. If you have a large quantity of books, please call ahead to make sure the Library is able to accept the donation at that time as storage space is limited.

Classification, shelving access, location and disposal will be determined by the Library. The Library reserves the right to dispose of gifts not added to its collection. The Library does not evaluate materials for tax purposes. For additional information, please see the Library's Collection Development Policy.

Monetary gifts: The Library welcomes cash contributions, gifts of real property, stocks, and bonds. It is our policy to expend cash gifts on materials, equipment, or a project. Suggestions from the donor are considered. Although it is uncommon, there may be occasions in which the restrictions set by a donor make it impossible for the library to accept the contribution. All donations are subject to the approval of the Library Director with the backing of the Library Board of Trustees.

Additional information on all donations: No donation can be accepted unless it is given to the Library without restrictions. All gifts may be used, sold, or disposed of in the best interest of the

library. All donations are accepted only if, in the opinion of the Library Director and the Library Board of Trustees, they are in the best interests of the library.

Approved by EPLD Board of Trustees 1/27/2020

Reviewed 1/23/2023