

ITEM NUMBER: 13.04 a-b  
CHAPTER 13: Collection  
Development  
CODE: Policy  
COMPUTER ID: CD-4

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Title:	Donation Policy
Effective Date:	11-24-86
Authorized By:	Library Board of Trustees
Date of Last Revision:	5-2015

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Effective July 1, 2015

### Purpose

The purpose of this policy is to establish guidelines for accepting donations made on behalf of the Marathon County Public Library. This policy applies to monetary donations as well as donations of materials given on behalf of the library.

### Monetary Donations

Marathon County Public Library is grateful for the ongoing support of the community it serves and welcomes donations. Individuals and groups may give monetary donations to the Friends of the Library or the Library Foundation. These organizations will distribute funds to the Library as needed. Donors are welcome to recommend subject areas, but in order to maintain the integrity of the collection, collection development specialists will choose materials. The Library will choose specific titles in accordance with the Collection Development Policy (13.01 a b) and the needs of the Library. Donations greater than \$500 for a specific project or program at the Library require consultation with Library Administration.

### Material Donations

All donations of materials will be given to the Friends of the Library to distribute as appropriate. The Friends of the Library will select items for review by Marathon County Public Library staff that will be considered as additions to the library collection. MCPL Staff will make determinations for addition based on the criteria outlined in the Collection Development Policy (13.01 a b).

The Friends of the Library have established guidelines for accepting donations. Many of the same standards will be applied to donations as are applicable for purchased materials. Primary criteria include:

- Timeliness (created within the last 5 years).
- Scope – Items geared toward the general public; non-academic titles.
- Relevance to MCPL’s mission statement and collection development policy
- Physical condition
- Literary quality

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Outdated, yellowed, damaged or musty items will not be accepted. The Friends of the Library do not accept the following items:

- Magazines
- Condensed books
- Video cassettes (VHS/BETA format)
- Cassettes (spoken word/music)
- Text Books
- Any Annual Publication older than 5 years
- Phonograph Records
- Encyclopedias

Once items are donated, books and non-print materials become the property of the Friends of the Library. The Friends of the library and MCPL reserve the right to use and dispose of the donated items in a manner most beneficial to the Library. Common dispositions of items include:

1. Addition to the collection
2. Disposition through the Friends of the Library book sale
3. Gifts to other libraries
4. Contributions to local charitable organizations
5. Made available for recycling

The Friends of the Library and MCPL are unable to appraise donations for purposes of income tax deductions. Such appraisals are the responsibility of the donor. The Friends of the Library will acknowledge receipt of materials on an appropriate form.