

# Fenton Free Library Donation Policy

ADOPTED: 10/14

REVISED: 1/17

Thank you for thinking of the Fenton Free Library for donations. Although, due to space constraints and limited processing resources, the library is unable to accept all materials offered to us. Donated materials must be in Excellent condition and meet specific criteria to be accepted by the library. Potential donations must be delivered to a staff member and not left outside of the library or deposited in Book Return box. Fenton Free Library (FFL) reserves the right to check ALL donations prior to acceptance. If accepted, your materials may be added to the library's collection, placed on the library Book Sale Shelves or offered to other local agencies.

## **Acceptable Donations:**

- Popular fiction
- New non-fiction (published within last 3 years)
- Award Winners
- Children's Books
- CD's (audio books) & DVD's
- Puzzles (no missing pieces)

## **Items Unacceptable for Donation:**

- Encyclopedias and textbooks
- Cassettes (audio or video) or software
- Items containing outdated information
- Items in poor physical condition for example:  
broken spine, moldy, water damaged,  
mildew, missing or yellowed pages,  
etc.

Gifts of materials that are accepted by the library become the absolute property of the library. Once the library takes possession of an item, the library is free to make all decisions in accordance with its established policies and procedures with retention, storage, processing, use and disposition of that item.