

SOUTHBURY PUBLIC LIBRARY MATERIALS DONATION POLICY

All book and AV materials donations become the sole property of the Friends of the Southbury Public Library. The Southbury Public Library has first selection of the incoming books and AV materials and may “shop” the basement shelves for inclusion in the library collections. These donations can help enrich and improve library collections. Using guidelines set forth in the Materials Selection Policy, the selected donations will be evaluated by the Head Librarian or designee(s) for their suitability for inclusion in the collection. The Library will accept up to two bags per visit of books and AV materials. The library reserves the right to refuse any donations. Donors may receive a receipt signed by the Friends. For larger donations, contact information for the Friends of the Southbury Public Library’s Rapid Response Team will be provided. They will arrange for drop off or pick up.

Magazine subscriptions may be accepted with approval of the Head Librarian.

All accepted materials by the library will be acknowledged, but the library does not give special acknowledgment in the form of plaques or designation of special areas to any donor, unless there are special circumstances or the Library Board of Directors acts on its own discretion.

Books bought with funds given in memory of an individual may be recognized with a gift plate attached inside the front cover, bearing the name of the donor and the person remembered. Books bought with funds given by local clubs or associations may be recognized by gift plates, as in the case of in memorial items, bearing the name of the donating organization.

When donations are withdrawn from the collection, the Library will not notify the donor of the withdrawal. The Library will not automatically replace worn-out, damaged or lost items.

APPROVED BY SOUTHBURY PUBLIC LIBRARY BOARD OF DIRECTORS July 8, 2003.

REVISED AND APPROVED BY THE SOUTHBURY PUBLIC LIBRARY BOARD OF DIRECTORS –December 11, 2019