

Geauga County Public Library  
Operating Policy Manual

SECTION: ACCEPTANCE OF GIFT BOOKS  
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Gifts of books to the library are encouraged and most welcomed.

Donations of book or audio-visual materials are accepted at any GCPL library. A donated item may be added to a library's collection if it meets the criteria of the materials selection policy. Donated materials not added to the library's collection may be given to the Friends of the Library to be sold, discarded, sold by the library, or given to another library.

Receipts will be given, if requested, of donated items. As a convenience to donors, the receipt may include a current Friends of the Library book sale price list. The list may average the prices set for book and non-book items sold in our various Friends of the Library book sales. Donors may use this information to place a value on their donated items for tax purposes. Overall responsibility for placing a value on donated books and non-book items is the responsibility of the donor.

The library reserves the right not to accept certain materials that are not valuable to the library and for which dispose may be difficult.

Donors with large quantities or unusual gifts should contact the library before bringing the materials to the library.

See Policy 350: ACCEPTANCE OF GIFTS (NON-BOOK)

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