

City of Pacific Grove, California

City Council Policy

SUBJECT	POLICY NO.	EFF. DATE	PAGE
Library Gift Acceptance Policy for Print and Non-Print Materials	200-6 (I)	Dec.2, 1992	1 of 1

Purpose:

The Library is the recipient of many donations of print and non-print materials. In the interests of the Library and the community it serves, the City Council wishes to establish a uniform policy regarding the acceptance and disposal of these gifts.

Policy:

The Pacific Grove Public Library welcomes the donation of print and non-print materials to its collections, but is not able to accept all such materials offered due to the limited amount of space and number of personnel available for the storage and maintenance of such materials.

Materials donated to the Library are screened by professional library staff and subject to the guidelines established in the Library's selection policy and gift acceptance policy.

1. Acceptance of materials shall be guided by the same criteria used in the purchase of new materials.
2. Materials accepted are subject to the condition that they become the property of the Library and may be disposed of in the best interests of the Library at any time.
3. Materials donated but not added to the Library's collections, may be donated to the Friends of the Library for their book sale(s) or may be discarded.
4. Due to space limitations, the Library cannot accept: Readers Digest condensed books, outdated textbooks, books in poor repair or condition.

Approved by Pacific Grove Library Board, March 13, 1976
Re-approved by Pacific Grove Library Board, May 16, 1989
Re-approved by Pacific Grove Library Board, July 14, 1992

Adopted: December 2, 1992

Resolution No.: 6320