HENRY WALDINGER MEMORIAL LIBRARY

Valley Stream, NY 11580

MATERIALS DONATION POLICY

The Henry Waldinger Memorial Library Board of Trustees has established this policy to set guidelines for accepting donations of materials.

The Library shall accept donations of books, media, periodicals, subscriptions, and other library materials subject to the following conditions:

- Any and all material becomes the property of the Henry Waldinger Memorial Library which retains exclusive right to the disposition of said property. The Library cannot accept any item that is not an outright gift and no restriction may be placed upon its use. Donated items will not be returned to the donor.

- Gifts of books and media materials are accepted with the understanding that they will not necessarily be added to the collection. The evaluation and disposition of gift materials is the responsibility of Library staff authorized by the Library Director. Material not added to the Library collection may be disposed of through public sale. Material not added or sold may be distributed to non-profit institutions or discarded or recycled through the Valley Stream Sanitation Department.

- Donations must be in acceptable physical condition. Materials should be in good to excellent condition. No soiled, torn, worn, moldy, or damp materials will be accepted. There are certain books the library cannot accept: outdated textbooks, Readers Digest condensed books, outdated encyclopedias, moldy or damaged books, or books that are old but not antique. It costs the library money and staff time to dispose of these books, which have no market.

- Donors shall receive written acknowledgement upon request if donations are added to the collection or can be sold to the public to benefit the library. Assignment of value for income tax and other purposes is the responsibility of the donor. Any appraisal of a gift to the Library is the responsibility of the donor. The Library does not appraise materials nor endorse appraisals provided by donors.

- The donor is responsible for delivering all donations to the Circulation Desk. Library staff cannot provide assistance in bringing donations into the Library.

Adopted by the Board of Trustees, Henry Waldinger Memorial Library, November 28, 2012
Revised and Adopted by the Board of Trustees, Henry Waldinger Memorial Library, January 19, 2022