

 <p>POLICY</p>	<p>SECTION: 12.4.a</p> <p>SUBJECT: Accepting Gift and Donated Materials</p>
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The Library's policy is to accept donated material (GIFTS) for two purposes: (1) new material, current year copyright, may be placed in the Library's collection; (2) other donated material will go to the branch location or Main's book sale to support Library's material budget and related activities. Patrons inquiring about donating material should be given a copy of "Questions You Might Ask Before Giving a Donation to the Library."

Adding Books to the Library's Collection

A book may be accepted for the shelf and sent to Technical Services for processing if it has a current year copyright, and RPL owns a copy, has a copy on order, or has bought the author in the past.

A book may be accepted for inclusion in the Library's collection if it is in excellent condition, does not have the current year copyright, but carries the ISBN of an owned copy of the book.

Books never accepted for the Collection (but are fine for the sales) include: textbooks, mass market paperbacks, spiral-bound books, advance reading copies, proof copies or promotional materials.

Certain subject areas are always needed and if a book is in excellent shape and published within three years of current date, please send to Collection Development for final decision regarding inclusion in collection. Areas needed: urban fiction, African-American biographies, weddings, resumes, small business, and language materials. Also, Library will consider any CD or collection from The Teaching Company.

Library will accept current trade paperbacks in excellent condition with current year copyright, and Library owns a hardback/trade paperback copy, has a copy on order, or has bought the author in the past.

Mass market paperbacks will not be accepted as gifts to go on Library shelves.

If the author of the book is a Richmond, or local, author, check SIRSI Workflows to see if we own the author in the special regional collection. If not, forward the book to Collection Development. If the author is a Richmond or local author (born or lived in Richmond for one year) and wants his/her book considered for the Library collection, please give the author the Collection Development telephone number. No location should agree to a book signing.

If a patron wants to buy a book for the Library, the Librarian in the Adult, YA, or Juvenile area needs to give him/her a title list based on selection lists. The patron is not to determine what the Library needs.

Adding Audiovisual Material to the Library's Collection

RPL will no longer add any cassettes or videos to the RPL Collection. When a cassette or video breaks, it is time to remove it from the collection.

Unabridged or abridged books on CD will be added if there is a current year copyright for the CD, and we have bought or will buy the title in book format.

DVDs will be accepted for the collection if they are in the original, unopened packaging and meet the collection policy criteria of being 1) a book- to- film (fiction) or 2) the American Film Institute guidelines (fiction.) Most non-fiction DVDs in original, unopened packaging with a current copyright will be accepted. All DVD titles in question may be sent to Collection Development for consideration. DVDs that do not meet the preceding guidelines will be accepted for the book sale.

Current year music CDs will be accepted for the collection if they fall under the following headings: classical, international, opera, blues, jazz, folk, church, gospel, musicals, seasonal. No popular music, including "Best of" albums, will be added due to high loss rate. If a decision cannot be made regarding the category of a music CD, it should be sent to Collection Development.

Donating a Gift Book in 'Memory' or 'Honor Of' an Individual-

We accept contributions to purchase materials in memory of or in honor of an individual.

Individuals may write a letter to Collection Development at Richmond Public Library and enclose a check made out to the Library for the amount of the gift. The donor should specify in the letter: the full name of the individual to be honored, the format to be purchased, suggested titles or subject matter for the material, the specific RPL library that will receive the gift, and a name and address of a family member who needs to be notified when the gift material is ready to be added to the collection.

Once the books are purchased and processed, RPL will send the individual's family or friends a letter of acknowledgement.

Bookplates supplied by the RPL are placed on all materials "in honor" or "in memory" of an individual (or group.)

Adopted: December 17, 2007

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