**Donations**

**MASON COUNTY M. BEVEN ECKERT MEMORIAL LIBRARY**

**Policy: Materials Donation**

The library appreciates the generosity of the donors of books and other library materials.

“Library materials” shall mean books, CDs, books on CD, DVDs, newspapers, magazines, pamphlets, photographs, or letters of historical, educational, or cultural value.

The County Librarian and his/her representative reserve the right to make disposition of all material received. The staff will use its best professional judgment, taking into consideration the same standards that apply to purchased materials.

If donated material is added to the library collection, the County Librarian and his/her representative reserve the right to classify and arrange the materials in whatever fashion is most in keeping with the library’s needs. The donor may not restrict access to, nor use of, donated materials.

Donated materials, once added to the collection, will be subject to the regular retention policy.

The library does not provide appraisal service, suggest value, recommend professional appraisers, nor provide lists of donated materials.

Donation receipts are available upon request.

January 26, 2012