

# Artesia Public Library Donations Policy

The Artesia Public Library administration and staff sincerely appreciate donations from our generous patrons. We cannot, however, accept materials with conditions or restrictions placed on them by the donor. Donations become the property of the Library to use, distribute and dispose of as we deem appropriate. We cannot return donations that are not utilized.

## **When are donations accepted?**

Donations of materials (preferably in non-returnable containers) can be received at the employee entrance door on the south side of the building next to the drive up book drop between the hours of 10 am and 5 pm Tuesday through Friday, except when the Library is closed for a holiday. Because our Summer Reading Programs keep us very busy, we do not accept donations during the months of June and July.

## **How to donate materials, we ask that you please:**

- see the list below regarding acceptable donation items. If there is a question of whether an item is acceptable, call the Library at 575-746-4252 to speak with a staff member.
- redact any and all personal information, and remove items such as bookmarks, receipts, pictures, etc. (due to staff time limitations)
- bring no more than 3 boxes at one time, unless prior arrangements have been made (due to limitations of space and staff)
- not place donated materials in the book return receptacles
- make sure items donated are free of dust, cobwebs, etc. before they are delivered to the Library.

## **How we use your gift:**

We use donations to augment our collections and to supply back-up copies of popular titles and authors in order to replace books that get worn out or damaged. We also assist other libraries in small communities in our surrounding area (Dexter, Eunice, Loving, Tatum, Tularosa etc.), whose budgets are small, by giving them surplus copies of books already in our collection.

Other donations go the Friends of the Library organization to be sold in their periodic week-end book sales held in the Artesia Public Library Community Room. All proceeds from book sales are used to support library programs, services, and to purchase materials for the library.

Paperbacks in good condition are placed on our paperback exchange carousels; a service we provide for patrons in which they may bring paperbacks from home and swap them out. We will also provide paperbacks to various area businesses (medical offices, hospital, clinics, etc.) for use in their waiting areas. These books will be marked as being provided by the Artesia Public Library.

## **Receipts:**

When a donation is received we can provide a receipt to document the nature and size of your gift for your tax records, only upon request; however, Library staff is prohibited by law from placing any monetary value on the material donated.

## **The Library particularly welcomes:**

- New Mexico titles and current unabridged print or audio fiction books or children's titles (any age in good condition)
- Current unabridged print or audio non-fiction books with a copyright not more than 5 years old
- Commercially produced DVDs and CDs

**We cannot use items that are:**

- Items that have been in long term storage that are dirty, dusty, covered in bug and/or cobwebs, musty, moldy, or water-damaged
- Soiled with grease, dirt, food, insects, etc.
- Marked with pen, pencil, marker, crayons, highlighters, etc.
- Damaged (broken spines, loose or torn pages, torn covers)
- Non-Commercially produced audiotapes, videotapes, DVDs or CDs (These materials are probably in violation of copyright laws)
- Outdated media materials (record albums, 8-tracks, cassettes, etc.)
- Computer materials (software, manuals, instruction books, etc.)
- Textbooks, Encyclopedias, Professional journals, Pamphlets, or Outdated dictionaries.
- Magazines including National Geographic and Reader's Digest (unless we make a public request for specific magazines for craft projects)
- Condensed books, advanced reader's, galleys, or proofs, books of any format that have been abridged
- Adult-rated videos/DVDs, etc. (Nc-17, X or the equivalent) or pornography in any format
- Non-fiction titles whose copyright date is older than 5 years (not including New Mexico titles)

**Memorial and Honor Donations**

Donors wishing to donate books and/or audiovisual titles in the form of memorials should first contact the library for approval. All donated titles selected for inclusion in our collection must meet the standards and criteria set forth by the Library's Collection Development Policy. Books may also be declined if the library already owns the title.

The library accepts monetary donations in honor or memory of an individual or group. Donations of \$25 or more are required for material purchases. Every effort will be made to accommodate the donors' subject or title preferences. Donations less than \$25 will be deposited into a general fund and be used to benefit the library.

Upon request an acknowledgement of the gift will be sent to a designated person, family or organization. The letter will indicate the name of the person or group for whom a donation was made and the name of the donor. A material donation form provided by the library should be filled out, so we can obtain all of the pertinent information.

Once the materials are purchased, an honor/memorial book plate is placed in each item indicating for whom the item was purchased for and who it was donated by. Donation amounts are not disclosed. Records for the memorial/honor donations are maintained by the library.