

## **Donations / Gifts of Materials**

The Hudson Area Public Library welcomes donations of books and materials but reserves the right to refuse certain items. Items to be refused are:

- Any item that is dirty, musty, mildewed, or otherwise in poor condition, unless it is meant for the Hudson History Room & focuses on the history of Hudson
- Books or audiovisual materials over 20 years old unless they are intended for the Hudson History Room and concern the history of Hudson specifically
- Encyclopedias of any kind or on any subject, regardless of the date of publication
- Textbooks of any kind
- Reader's Digest Condensed books, regardless of the date of publication
- Workbooks
- Items oriented toward business or academic use, rather than for the layperson
- VHS tapes
- Ex-library items
- Books on cassette
- Music CDs not in their original cases
- Any stationery items

In addition, the director will review all donations and use them as best fits the needs of the library in accordance with the collection development policy. The library board also retains the right to weed donated items as necessary without contacting the donor.

Staff members will not assign a value to donations but will offer individuals a receipt including the date, name of the donor, and number and type of items donated. Book plates will be included in materials donated for a special purpose and by approval of the director.

*This policy is included in the Collection Development Policy.*