CROSSLAKE AREA LIBRARY DONATION POLICY 2019

The Crosslake Area Library welcomes and encourages the donation of **new or gently used** books and some multi-media materials. We are grateful for the generosity of persons who donate materials to our library.**
Guidelines have been established to ensure the quality of donated materials.

The library will not accept:

- Physically damaged materials (torn pages/covers, highlighting/ writing,damp/moldy/odorous, missing/loose pages, broken bindings)
- Magazines or other periodicals such as *National Geographic*
- Textbooks, workbooks, study guides or professional manuals
- Outdated reference books over **5 years old**
- Book sets such as Time/Life series or encyclopedias
- Reader's Digest Condensed books
- Promotional media, pamphlets, brochures or leadership materials
- Maps or outdated plat books
- Audio cassettes, VHS tapes or music CD's
- Bibles or religious materials
- Materials withdrawn from other libraries

Donations will be accepted during library hours only. All donations must be inspected by a member of the library staff. All accepted donated materials become the property of the City of Crosslake. Unacceptable materials will be returned to the donor.

*We will provide a receipt for the donated items but no value appraisal.

** Donated items will be disposed of in a manner that benefits the Crosslake Area Library