



Rev. Date: 09-21-11

Pol. No.: MGT-4

*Adopted by the Library Board 01-19-05*

## Public Library System

## Materials Donations

### Policy Statement:

The Library accepts donations including, but not limited to, books, magazines, CDs, and DVDs to sell at Library Shops at all library locations or via third party vendors generating revenue to supplement library programs and services.

### Regulations:

1. Volunteers, under the direction of the Supervisor of Volunteers of each library, staff the Library Shops and may conduct special book sales.
2. The proceeds from the Library Shops and special book sales go to a Special Revenue Fund.
3. All Library Shop sales are final.

### Procedures:

1. Volunteers will sort, price for sale, give to other agencies, send to third party vendors or recycle all other items.
2. Staff, volunteers and customers may purchase items only after they have been processed/priced by volunteers.
3. Requests to use donated materials for fundraising purposes are to be submitted to the Library Manager who oversees the Volunteer Program.