



Effective: 01-19-2005  
Revised: 06-18-2024; 09-21-2011  
Pol. No.: MGT-4

## Materials Donations

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### **Policy Statement:**

The library accepts donations including books, magazines, CDs, and DVDs to sell at Library Shops in all library locations, or via third party vendors, to generate revenue to supplement library services.

### **Regulations:**

1. Volunteers, under the direction of the Supervisor of Volunteers, are responsible for processing donations and stocking the Library Shops.
2. The proceeds from the Library Shops are to be deposited into a City account for use by the library.
3. All Library Shop sales are final.
4. Patrons, staff and volunteers may purchase donated items only after they have been processed and priced.