

*Emma S. Clark Memorial Library*

## Materials Donation Policy

Through the generosity of Three Village residents who have donated material to the Library, we have been able to acquire some items we have been happy to add to the collection and which have been used and appreciated by our members. However, because we are often offered material which is not suitable for our collections and we do not have the means to dispose of these items, it is necessary for us to limit what we will accept. We are happy to accept any of the following, with actual accession dependent upon full compliance with the Library's material selection policy, anticipated use by our patrons and shelving space availability.

### **BOOKS**

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Books which are in new or nearly new condition in any of the following categories:

- Best sellers or novels published in the current year.
- Well-reviewed nonfiction published in the current year.
- Most recent editions of standard works.
- Recently published paperback novels.
- Fiction classics.
- Books written or edited by a Three Village resident.

### **BOOKS ON CD or MP3 CD**

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Titles of general appeal consistent with those found in our print collection which meet the following criteria:

- Professionally produced, complete sets in new condition.
- Only unabridged fiction.
- Abridged or unabridged nonfiction.

### **RECORDED MUSIC**

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- Only compact discs in new condition.

### **VIDEOS (DVD Format)**

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Professionally produced videos in new condition which meet the general selection criteria for the Library's video collection.

- Feature films which:
  - Are noteworthy for their theme, technical mastery, acting direction, cinematography, etc.;
  - Have been recognized by nominations or awards given by recognized critical, cultural or professional organizations;
  - Have been positively reviewed (a "B" average or better) in standard popular newspapers and magazines;
  - Have been reissued in video format after some time and which can be considered to be "classics" because of longevity of appeal.

- Information videos for adults or children which complement our nonfiction book collection and which may be used to inform or instruct. The collection's size and its personal use orientation dictate that the items selected for inclusion be of a general nature, rather than academic, technical or specialized.
- Videos of outstanding opera, dance or theatrical performances.

**PLEASE NOTE:** Items which are not accessioned will either be disposed of or returned to the donor at their request. Although we cannot supply monetary evaluations of donated material, we will provide receipts for tax purposes for the number of items which we accept.

If you are uncertain as to whether or not any material is acceptable, please check with a librarian by phone (941-4080) or in person prior to bringing the items to the Library. Librarians can also provide contact information for local organizations that accept book donations.

## **NAMING RIGHTS POLICY**

The Board of Trustees shall have the right to designate a certain collection, room, item, program, or other object in honor of a person, family or similar entity. In exercising this right the Board must do so by a two thirds vote of all Trustees (6) after due deliberation at a regularly convened meeting. A nominee to be considered for such an honor must meet at least one of the following minimum criteria:

Have provided the library with at least 20 years of service and provided significant contributions to our operations

Have personally made, or have had made on their behalf, a significant monetary contribution to our endowment funds

Have distinguished him/herself in service to our community where such service has bettered the quality of our collective lives

Adopted July 16, 2014