

Donation Policy

Approved by: Library Board of Control, Date: Prior to 2005, Aug 2017

Introduction

The Bossier Parish Library welcomes donations of books and other library materials. Materials are particularly welcome which fall within the scope of the library's *Collection Development Policy* and which are not already held within the library's collections.

All donations become the property of the library. The library reserves the right to utilize donated materials in whatever way best benefits the collection and services of the library. Gifts may be added to the collection or discarded if necessary.

There is a limit of four (4) small bags or boxes accepted at one time. All donated materials must be delivered to the library. Donated books will not be placed in a separate collection. An individual book may be donated in honor of or as a memorial.

For donations related to Bossier Parish local history such as photographs, personal or organizational papers and manuscripts, local yearbooks and artifacts, please contact the Bossier Parish Historical Center.

Donation Criteria

Criteria for adding materials include: timeliness, condition, and relevance to collection policies. In general, materials donations should be less than three (3) years old and in good condition (i.e. not musty, moldy, damp, etc.). Donations falling within the following categories will not be accepted nor added to the library's collection:

- Textbooks
- VHS videocassettes
- Videogames
- Music CDs, LPs, or cassette musical sound recordings
- Magazines
- Encyclopedias
- Reader's Digest condensed books
- Materials with highlighting or handwriting
- Former/discarded library books
- CD ROMs
- Scratched or worn media

For tax purposes, the donor is responsible for obtaining an estimate or appraisal of the donated materials. The library is unable to access the value of these items.