

SOUTHWEST GEORGIA REGIONAL LIBRARY SYSTEM

GIFT BOOK POLICY

Books and materials offered to the library as gifts, memorial or otherwise, can be accepted only if there are no stipulations by the donor as to disposition. Materials should not be accepted if the donor insists that they be retained in a particular outlet or that their use be restricted. Gift books should be available for use in any outlet in the system, depending upon needs, and may not necessarily be used in the library where the gift was received.

Gift books can be discarded, sold within the library, donated to local Friends groups for sales or donated to local organization such as nursing homes. They may be returned to the donor, sent for processing, or placed on a swap shelf.

Gift books that are to be added to the collection must meet the same criteria as those purchased and must be in good enough condition to make their processing worthwhile.

Approved at SWGRSL Board meeting 9-13-89.

Director

02/02

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Gift Book Policy 89-4

