

OTIS LIBRARY

DONATION POLICY

Otis Library is most appreciative of the many donations and monetary contributions received each year from the public. The Library gratefully accepts lightly used books in excellent condition.

Donated items that fill a need in our collection are processed and added for the benefit of our patrons. The Library reserves the right to accept, decline or sell any items not added to the collection. Many of the items are sold through the Friends of Otis Library book sales. Proceeds from the sale are used to enhance the collection and programs of Otis Library.

Making a monetary donation to the Library for the purpose of purchasing new materials is also an excellent means of honoring or remembering a loved one. The item that is purchased will have a bookplate affixed, which will indicate the person being honored

Otis Library does not accept gifts in kind with restrictions. Materials cannot be accepted on "indefinite loan" or with the stipulation they "must be added to the collection."

All donated materials are reviewed by our staff for possible placement in the collection based on the guidelines established in the Otis Library Material Selection Policy. Materials chosen for the collection will take approximately three (3) weeks to process.

All materials accepted become the property of Otis Library. Otis Library reserves the right to liquidate, relocate, remove or dispose of any accepted bequest or gift at any time in the future. The donated materials must be in good physical condition, free of pests, odor and mildew and must not be defaced with writing or underlining. It is the responsibility of the donor to remove personal bookplates or the individual's name from materials being donated.

Self-published materials, local authors or locally produced videos and CDs are subject to the same policy as described above and in the Otis Library Material Selection Policy. A request for Library programs or book signings by local authors should be directed to the Adult Programming Coordinator.

In accordance with Internal Revenue Service Code, Otis Library does not set fair market value or appraisal values for donated items. If the items are being donated to obtain a tax benefit, the donor will have the responsibility for determining values. Information on IRS rules and regulations regarding charitable deductions can be found in the U.S. Treasury, IRS publication 526, "Income Tax Deductions for Contributions."

Please adhere to the following guidelines:

- Books which have been stored in basements are subject to mildew and odor making them unusable.
- Dated publications, such as travel guides, almanacs or tax guides are not accepted.
- Reader's Digest Condensed Books are not accepted.
- **Encyclopedias** older than five (5) years are not accepted.
- **Computer Books** older than two (2) years are not accepted.
- **Magazines and Newspapers** are not accepted.
- **Advance reader copies, media labeled promo or demo, VHS tapes, audiocassettes or DVDs that have been recorded by an individual rather than a licensed distributor** are not accepted under any circumstances due to copyright issues.
- **Hardcover Books** must be free of dirt and dust and in good physical condition. The pages should not be yellowed. Books must have a front and back cover.
- **Paperbacks** must not be yellowed or cracked and must have both a front and back cover.
- **CDs and DVDs** must be in original packaging and in good condition.
- **VHS, Audiocassettes and vinyl records** are accepted for sale only.
- **Text books** less than two (2) years old are accepted.

In the spirit of "going green," Otis Library asks that donations be brought in bags. Since the Library has limited disposal options, this will help us reduce our carbon footprint. Donations are limited to two (2) bags per visit. Arrangements for a larger donation may be made by contacting 860-889-2365, Ext. 125. Unfortunately, without an appointment, staff may not be available to receive or unload donations.