



Donation Policy

The Cadott Community Library welcomes gifts of books and other materials with the understanding that such gifts must meet the same standards required of purchased materials as set forth in the Cadott Community Library Collection Development Policy.

Materials that do meet the standards of the policy will be assessed for integration into either the library collection or the Friends of the Library book sale. Materials that do not meet the standards will generally not be accepted. Exceptions can be made by the Library Director. All donations made become the exclusive property of the Cadott Community Library to do with as seen fit.

Guidelines for Donations

- I. All materials must be in like-new or at most gently-used condition. They cannot have torn, yellowed, water-damaged, or marked pages; no broken bindings or stained covers.
- II. Non-fiction, informational books (including encyclopedias) should be no more than 3-5 years old to avoid providing outdated or inaccurate information to customers. Some topics, like technology or medical information must be newer than 3 years old.
- III. Magazines, record albums, 8-tracks, VHS, and cassettes are not accepted.
- IV. The Cadott Community Library does not collect any adult-rated videos/DVDs or pornography in any format.

Upon request the Cadott Community Library will provide a receipt for your gift, but the Library will not assess the value of a donation for tax purposes.

Approved by the Cadott Community Library Board of Trustees on April 9th, 2018.