

# CARTER LAKE PUBLIC LIBRARY

## Donation Policy

### **Purpose:**

The Carter Lake Public Library Donation Policy aims to establish clear guidelines for accepting and managing donations to ensure the quality, relevance, and appropriateness of items added to the library's collection.

### **Donation Acceptance Status:**

Before making a donation, kindly check with Carter Lake Public Library staff to confirm whether the library is currently accepting donations. Donation acceptance status may vary based on current library needs and space availability.

### **Donation Criteria:**

1. Donated items must be in good condition, and free from stains, mildew, or mold.
2. All donated items must have been stored inside a climate-controlled environment, excluding sheds, attics, or garages.
3. The library will not accept donations of magazines, encyclopedias, or textbooks.
4. DVDs, hardback books, and paperback items are accepted, with a preference for hardback books.

### **Donation Process:**

1. Donors are encouraged to check with library staff regarding the library's current capacity to accept donations.
2. If donations are accepted, donors can drop off items during regular library hours.
3. Notify library staff if you would like your items returned if they are not added to the library's collection.

### **Disposition of Unaccepted Items:**

Items that are not added to the library's collection may be handled in one of the following ways:

- Sold by the library.
- Distributed to Little Free Libraries in the community.
- Donated to Open Door Mission.
- Recycled

### **Special Request for Item Return:**

If donors wish to have their items returned in the event they are not added to the collection, please inform library staff during the drop-off.

### **Outdoor Book Drop Policy:**

Please refrain from placing donated items inside the outdoor book drop. Instead, follow the library's guidelines for donation drop-off during open hours.

### **Carter Lake Public Library Contact:**

For inquiries related to donations or to check donation status, please contact Tiffany Zuerlein at [clpldirector@carterlakelibrary.org](mailto:clpldirector@carterlakelibrary.org) or 712-347-5492

**Policy Amendments:**

Carter Lake Public Library reserves the right to amend this policy as necessary. Any changes will be communicated to the public and posted prominently within the library.

We appreciate the community's generosity and support in contributing to the Carter Lake Public Library collection.

Adopted by the Library Board

Oct. 2023

Revised January 2025