

## Gift Book Policy

The Bella Vista Public Library welcomes appropriate donations of books and other items during open hours only. Please do not dump books or materials outside the library, this is considered dumping and illegal in the State of Arkansas.

Gift materials will be added to the collection if they are needed and if they meet the selection standards that are applied to all materials added to the collection. Gifts accepted for the collection become the property of the Bella Vista Public Library. Gifts not added to the collection will be offered to the Friends of the Library for Encore Books or disposed of in a way that will be most advantageous to the Library.

Upon request, a receipt will be given to the donor acknowledging the gift items. By law, libraries cannot assign a monetary amount to donations.

General Guidelines for material donations\*

**Rule of thumb: If you wouldn't buy it or give it to a friend, think twice about donating it.** Condition matters – if your items have any of the following issues, they won't be accepted:

- Dirty
- Moldy
- Burnt
- Water damaged
- Damaged binding or pages
- Missing covers or pages
- Excessive writing, markings, or highlighting
- Cut out library treatments

In addition, we are not accepting textbooks, encyclopedias, workbooks, study guides, non-commercially produced media, VHS tapes, magazines OLDER than 6 months, old electronics.

If there is a question about these guidelines or a special situation, the patron should be referred to the Library Director.

*\*From the American Library Association Book Donation Program Page*