

- If not satisfied with the recommendation of the Board, a written appeal must be made to the Board within 30 days. The appeal will be added to the agenda of the next regularly scheduled Board meeting for reconsideration.
- Notice of the final determination will be sent to the challenger within 30 days of the Board meeting.
- The challenged material(s) will remain in the collection until the final determinations is made.

3.7. Donation of Materials

Created 03/06

Revised 05/17

The Library is happy to accept donations from patrons and community members and will use the following criteria to ensure the efficient use of donated materials.

Guidelines and Procedures

The Library **will** accept the following materials:

- o Fiction Books (paperbacks and hardcovers)
- o Non-Fiction Books that have been purchased in the last 5 years.
- o Children's Books
- o Gently used DVD's
- o Audio Books on CD

The Library **will not** accept the following materials:

- o Encyclopedia sets
- o Textbooks
- o Specialized journals
- o Magazines
- o Materials in poor condition (i.e. - yellowed, worn, dusty, damp, moldy, torn, or smelly items).
- o Cassettes, VHS, vinyl records,
- o Computer software or games.
- o Reader's Digest abridged/condensed books.
- o Comic Books
- o Burned or sample CDs or DVDs

Upon donation, all materials become the sole property of the Library. The Library Manager will determine which materials may be added to the Library collection and which materials be sold at the Library Book Sale. Any funds generated will be used to enhance library services. Charitable receipts cannot be issued for donated material.

4. LIBRARY PERSONNEL

4.1. Personnel Policy

Created 03/06

Revised 05/17

Definitions

Library personnel are defined as any person, either paid or volunteer, who is entrusted with the operation and security of the Library and who provides Library services to the community.