

# **SUN PRAIRIE PUBLIC LIBRARY**

## ***DONATION PROCEDURE POLICY***

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### **I. Purpose**

- A. This document outlines the kinds and amounts of donated materials the library accepts and when those donations may be made.

### **II. Acceptable Materials**

- A. The library accepts a variety of new or gently used print and multimedia. Materials donated to the library are not automatically added to the collection. The items are reviewed according to the Library's Collection Development Policy and Gift Policy.

### **III. Donation Size**

- A. Due to space and staff constraints, the library has a limit to how many donations it can receive at any given time. Donated materials should be brought to the Registration Desk. If a donation is larger than can be donated in one trip to the Registration Desk, the donor shall be directed to the Information Desk to make an appointment for drop off. Patrons with large donations should call the Information Desk ahead at 825-7323 to make arrangements to drop them off.

### **IV. Donation Acceptance Times**

- A. The library can accept small donations during all open hours.
- B. Large donations shall be accepted by appointment ONLY. Staff shall make every effort to schedule a time that is convenient for the donor.

*Adopted: November 17, 2010*

*Formatted: September 16, 2011*

*Amended: October 15, 2015*

*Reviewed: October 9, 2017*