

Athol Public Library  
**DONATION POLICY**  
*Final Reading*

*The Athol Public Library is happy to accept donated materials (15 items or fewer) under the following conditions:*

1. Books and other materials must be in usable condition, i.e. clean, not worn, smelly (smoky), torn or mildewy. Generally the library accepts best sellers in like new condition and does not accept textbooks, encyclopedias, Reader's Digest collected stories or magazines.
2. Materials are accepted with the understanding that they may be added to the collection according to the Collection Development Policy or they may be placed in the Friends of the Library booksale.
3. In most instances, the patron should contact the library to make an appointment to bring in the items to be considered for donation. The staff will go through the materials, accepting only those that meet the criteria. Books not accepted must be taken away by the patron. Staff do not go to private individuals homes for liability reasons.
4. Once donated, all items become the property of the Athol Public Library.
5. The staff will not place a value on donated materials for tax or other purposes.
6. All disposition of materials is at the discretion of the librarian or Board of Trustees.
7. The library reserves the right to refuse any or all materials.

Adopted by the Board of Library Trustees 5/17/95  
Revised by the Board of Library Trustees 10/21/15