

SANTA CRUZ COUNTY REGIONAL SCHOOL DISTRICT #99  
LIBRARY MEDIA CENTER

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**Donating Materials to the**

**Santa Cruz County Regional School District #99 Library Media Center**

**Policy Statement and Guidelines**

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**Policy**

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The SCC Regional School District #99 Library Media Center gratefully welcomes donations of new or gently-used books, magazines, periodicals, VHS, DVD's, and music or books on CDs, and other formats that will enhance the growth and development of the existing library collection and the services the Library provides to the community. However, reserves the right to decline a donation.

Any donation accepted is recognized as a gift and becomes the sole and exclusive property of the library. Therefore, gift materials will not be returned unless donor has indicated in the Donation Form that they would like to redeem any gift materials that were not considered for addition in the library collection. Monetary Gifts are accepted, but should be first discussed with the Library Director.

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**Guidelines**

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**Criteria for Acceptance/disposition of Gifts**

Donations will be subject to the library's collection policy. All gifts will undergo review by the Library Director and when necessary, teaching faculty may also be considered in the review and appropriateness of the gifts. After review the library will decide if and how gifts can be best used according the library's needs at the time of the donation. Gift materials that have not been added to the library collection may be disposed of in a variety of ways. An item that is not added may be donated to another institution (ex, other libraries or local non profit organizations) or sold to generate funds for the library's services and programs. All donations are accepted with the understanding that it may someday be necessary that they be given away or disposed of in the best interest of the library. The library cannot commit itself to perpetually housing a donation.

*Donations Accepted:*

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- Hardcover and paperback books in good condition (for children, teens, and adult)
- Periodical subscriptions
- Textbooks no more than five years old
- Encyclopedias & Dictionaries (especially Spanish and multi-cultural)
- Media materials with the original box/case (DVDs, music CDs, MP-3 or CD audio books, PC software for Windows 2007 or later) in good condition
- Board games in good condition
- Card games or flash cards in good condition
- Children's toys in good condition

*Donations Not Accepted:*

- Damaged or moldy materials
- Materials with excessive handwriting or high lighting (except author-signed books)
- Single issue or magazines or other periodicals
- Textbooks older than five years
- Yearbooks
- Photographs or pictures or artwork of no relevance to the library
- Older media or music formats (LP, 45s, 8-track tapes, audiocassettes, VHS tapes, Computer software older than Windows 2007)
- Newspapers

*Other Donations*

Other donations such are also appreciated. Please contact the Library Director, Stephanie Hill, to find out if the donation would be acceptable

**Make a Donation**

To make a donation, please bring your materials to the library so our library staff can review them for acceptance. Donors are expected to inform the library, prior

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to acceptance of the gift, or any associated costs such as delivery or maintenance costs. Donors will be expected to pay any expenses not disclosed prior to acceptance.

**Appraisals/Acknowledgements**

Donor contributions are tax deductible for income tax purposes only to the extent allowed by law. Donors are responsible for the appraisal of a gifts value (the value you feel the donation is worth) for tax purposes, which should be done before any donation is given to the library. The library cannot appraise the value of a donation. The library acknowledges library donations with a tax donation letter from the Library Director indicating the number of gifts and value. Please fill out Donation Form and submit with donated materials to the SCCRSD #99 Library Media Center. [The Donation Form](#) (PDF) may be printed to complete prior to submitting your donation.

**Memorial gifts of Recognition**

To show appreciation and acknowledgment of memorial books, the library may place within the book the name of the donor as recognition of gift, if desired. Memorial books will be honored in the library's donation database.

**Delivery of Gifts**

Donors are encouraged to deliver donations to the front desk in case of the case of small gifts. If the donor finds difficulty in delivering the gifts, the Library may arrange for pick up.