

Guidelines for Handling Donated Material  
In Partnership between The Friends of the Grand County Library, Inc.  
and The Grand County Library District

The Grand County Library District (GCLD) and The Friends of the Grand County Library, Inc. (Friends) appreciate the donation of Material\* each year. In an effort to best use the Material, the Friends and GCLD have partnered to develop the following guidelines. These guidelines apply to both donated Material and to books, cds, dvds, etc. removed from circulation by GCLD (GCLD Material). \*Material is defined as those items appearing on the attached Donated Material Specifications List.

At the branch libraries only, GCLD staff will accept Material in accordance with the guidelines established by the Colorado Library Consortium No Store program. Friends volunteers, under guidance of Friends Directors, will sort GCLD Material and Material.

At collection location sites other than the libraries, No Store guidelines are to be followed as closely as possible in sorting Material and GCLD Material.

Both Material and GCLD Material upon acceptance becomes the property of The Friends of the Grand County Library, Inc. *The Friends and GCLD agree that all proceeds resulting from the sale of Material and GCLD Material are donated to GCLD.*

Using their discretion and experience the Friends Directors and volunteers will sort the Material and GCLD Material into the following prioritized categories:

1. *In-house sales at all branch libraries and other community sales sites*; then
2. Colorado Library Consortium No Store program; or
3. Thrift Store Distribution, e.g. Goodwill and arc; and/or
4. Paper Recycling. Paper recycling may occur at the GCLD district office; or
5. Discarded if items do not meet categories 1 – 4. It is only after great effort and consideration that something is discarded. Items shall be discarded in library dumpsters or at the Trash Company transfer station.

IN AGREEMENT with Stephanie Ralph, Grand County Library Director, on behalf of the Grand County Library District, and The Friends of the Grand County Library, Inc. this policy takes place immediately.

The Friends of the Grand County Library, Inc.  
APPROVED by The Friends of the Grand County Library, Inc.  
Board of Directors January 11, 2018

## Donated Material Specifications

### **Acceptable Material**

- Hardcover and Trade paperbacks
- Mass Market paperback books
- Gently used Children's Books
- Dictionaries and Thesauri
- Travel Books
- Monographs
- DVDs and Books on CD (must be operable and include original artwork and case)
- LP Records, VHS tapes, Cassettes and CDs
- Book Club Editions
- Textbooks (copyright within last 5 years)
- Great Courses

### **Unacceptable Material**

- Academic Journals on Literary Criticism
- Activity Books (e.g. coloring, crossword)
- Books published by magazines
- Case Law and Procedural Law Books
- Custom Course Packets
- Directories or Telephone Books
- Encyclopedia Britannica, World Book or incomplete sets
- Open software sets
- Periodicals or Magazines (e.g. National Geographic, TV Guides)
- Tax and Government Documents
- Reader's Digest Condensed
- Marquis Who's Who

### **Please do NOT donate material that is**

- Dirty
- Moldy
- Water-damaged
- Warped
- Missing covers
- Smelling of smoke