



MATERIAL DONATIONS

PURPOSE

We deeply appreciate community members who wish to support the Library through a donation for the collection. However, we are not able to accept all forms of material donations. This document is intended to provide guidance to Library representatives and offer instruction to donors considering a gift of materials.

Financial Donations

Financial donations to benefit the collection are encouraged and are made directly to the Library or through the Anchorage Library Foundation or the Friends of the Library.

Material Donations

The Library accepts donations of like-new materials. Donations of books or media are accepted with the understanding that they will not necessarily be added to the collection. The material is judged by the same criteria as those applied to the purchase of new materials. The Library reserves the right to dispose of donated material through sales at Library fundraising events or discarding.

The Library does not accept the following materials: video cassettes (VHS), audio cassettes, issues of magazines, textbooks, law books, encyclopedias, or condensed editions. Print materials without an ISBN (International Standard Book Number) will not be added to the collection.

Donations of magazine subscriptions will be accepted by the Library subject to the same selection criteria and retention policies as regular subscriptions. The Library requires gift subscriptions to be for a minimum of a two-year period.

The Manager of Collection Management Services is responsible for the acceptance of all donations to be added to the collection. Any condition or restriction on donated material must be agreed to and stated in writing by the Manager of Collection Management Services in advance of the Library's receipt of the donation.

Appraisal of value is the responsibility of the donor. A gift receipt providing for a description of the material donated and date of the donation is provided when requested.

Process for Donating Materials

Please visit the Library's website to see the current processes and specifics on how to make a donation.

Recommended for approval: Judy Eledge, Library Director

Approved by: Library Advisory Board, September 15, 2021