LIVE OAK
Public Libraries

CHECKLIST FOR EVALUATING BOOK DONATIONS

✓ We will accept:

- ☐ Books in good condition:
  Nonfiction (2 years or newer) and **Fiction** (3 years or newer)
- ☐ Children's books
- ☐ DVDs & CDs (audio) in good condition (no scuffs or scrapes)

X We will NOT accept:

- ☐ Books in poor condition:
  (moldy, dirty, smelly, ripped, torn, or otherwise unreadable or unusable)
- ☐ Encyclopedias
- ☐ Textbooks
- ☐ Magazines
- ☐ Medical or legal materials
- ☐ Music CDs

LIBRARY LOCATIONS ACCEPTING BOOK DONATIONS

Bull Street Library
2002 Bull Street, Savannah, GA 31401 | 912-652-3600

Garden City Library
104 Sunshine Avenue, Garden City, GA 31405 | 912-644-5932

Hinesville Library
236 West Memorial Dr, Hinesville, GA 31313 | 912-368-4003

Islands Library
50 Johnny Mercer Blvd, Savannah, GA 31410 | 912-897-4061

Oglethorpe Mall Library
7 Mall Annex, Savannah, GA 31406 | 912-921-2082

Southwest Chatham Library
14097 Abercorn Street, Savannah, GA 31419 | 912-927-4079

Springfield Library
810 Hwy 119 South, Springfield, GA 31329 | 912-754-3003

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2.6.2019

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GIFTS AND DONATIONS POLICY

Collection Development Policy - 9.18.2018

Accepting gifts and donations is an important way for the public library to benefit from the generosity of the community it serves. Gifts and donations of materials are reviewed using the same criteria as purchases. The library reserves the right to dispose of any gifts that are given to the library. The library will determine how to best incorporate such materials into the existing collections. Materials not added to library collections may be used for programs or given to other organizations.

Funds may be given for the purpose of acquiring materials recommended by library staff as prescribed in this policy. When the library receives a cash gift for the purchase of materials, the library staff must make the selection with the general selection principles set forth in this policy.

The library accepts gifts with the understanding that the library may use or dispose of them as it determines is appropriate. The library does not provide evaluations or appraisals of gifts for tax deductions or other purposes. Acceptance of a gift that has been appraised elsewhere does not constitute the library's endorsement of that appraisal.