

Book Donations Policy

The Library welcomes and encourages donations of books and financial contributions by our church members. Gifts of book will be considered in consultation with and final approval of the Library Committee. If such contributions are made in memory of or in honor of an individual, they will be acknowledged with a bookplate placed inside the front cover of given books. A letter will also be sent to both the donor and the honoree or the family of the person being remembered. Members are encouraged to first consult with Library staff regarding the selection of items from its "wish list" of items needed by the Library and appropriate for use as honoraria or memorial. Members are asked to provide their chosen selection directly to the Library.

The Library Committee will accept books, CDs, or DVDs (no VCRs) with an agreement by the donor that only usable titles falling within the scope of the Library's Collection Development Policy will be added to the Library's permanent collection. Items not acceptable for donation include: worn or outdated books, those with highlights or underscores, writing on pages, torn pages, pages damaged from liquids, or separated covers.

The Library Committee—and when required, church staff—reserve the right to reject any donated item and to discard or dispose of such items as the Committee deems appropriate including: donating such items to other organizations, contributing them to our Book Nook at the Holiday Festival, including them in a book sale, making a free public offering of them to members of our congregation, or recycling them.

Donated books should be placed on the first table after entering the Library and accompanied by name and telephone number of the donor.