

Gifts and Donations Policy

- 1.** Seminole Community Library at St. Petersburg College, Seminole Campus, gratefully accepts donations of books, periodicals, audio-visual media, and other appropriate library materials as valuable ways to further develop its collection and resources.
- 2.** The library gratefully accepts monetary gifts. Such gifts may be given to the library directly or to the Friends of the Library, whose sole purpose is to support the library in its mission.
- 3.** The library also welcomes donations of memorial or honor books given in remembrance of a deceased person or in honor a living person or organization. In consultation with library staff and at the donor's designation, a carefully selected book or other item, appropriate to the scope of the library, may be added to the collection, bearing a bookplate or similar identification indicating the person or organization memorialized or honored.
- 4.** Gifts and donations are accepted with the understanding that the library has full authority as to when, where, and how any donated materials are displayed, circulated, or made available, consistent with the facility, good library practice, and the needs of the College and community. In addition, the library reserves the right to accept or discard, at its discretion, any unsolicited material donated or sent to the library, or to distribute any donations to the Friends of the Library for resale without prior notification to the donor. The library cannot guarantee that any donation will be a part of the collection permanently.
- 5.** Library staff cannot give appraisals of items donated, but can provide a non-itemized receipt acknowledging the number and kind of materials donated.
- 6.** Donations of materials may be added to the library collection subject to the same principles and standards of selection as are applied to all

materials added to the library collection (see Collection Management Policy).

- 7.** All donations of materials must be in usable physical condition.