

## **Donation Policy**

All donations are greatly appreciated. The library reviews donated items, then decides if and how they can be best used according to the library's needs at the time of the donation.

Monetary or in-kind donations on behalf of the library should be made directly to the Beaumont Public Library System. All inquiries about naming the Beaumont Public Library System or one of its branches as a beneficiary in a will or in a trust should be made to the Library Administrator.

- Donations will be subject to the library's collection policy. An item that is not added may be sold to generate funds for Beaumont Public Library System services and programs.
- Donations accepted:
  - Books in good condition
  - Media materials (VHS, DVD, CD, audiocassettes, books on tape) in good condition
  - Other materials may be accepted but will be at the discretion of the library branch managers and administration
- The library cannot accept damaged or moldy materials, and materials with highlighting or handwriting (except author-signed books).
- Many library users wish to make donations in the form of memorial books, and these appreciated by the library system. Please contact you local branch manager or the library administration at 409-981-5911 on this giving opportunity.
- Patrons wishing to donate items should contact the library before dropping them off to make sure the library currently has space to store the donation. The library asks that the donated items be delivered in small boxes or bags that can be easily lifted and carried. Please do not place donated materials in the book returns box.

## **Other Donations**

Other kinds of donations are also appreciated. Potential donors should call the Library Administrator to find out if the donation would be acceptable.