

## **Policy: 405**

Donated Books and Media

Reviewed: 3/9/2026

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The Auburn Hills Public Library accepts donations of books and media that are in new or gently used condition. All donated material becomes the property of the Auburn Hills Public Library. The Library makes the final decision on the acceptance, use, or disposal of all donations and retains unconditional ownership of the same. Items cannot be returned to the donor.

The Library cannot accept material in poor condition (e.g., stained, water-damaged, musty, or moldy), textbooks, magazines, Reader's Digest condensed books, formats such as cassette tapes, VHS tapes, or personally recorded audio or video items.

The Library can accept new or gently used hardcover books, quality paperbacks, and select media materials in good condition.

Library staff reserves the right to choose which materials are added to the Library's collection. Materials not added to the collection and deemed of no monetary value to the Library may be discarded or donated to the Friends of the Auburn Hills Public Library.

The criteria for adding an item to the Library's collection will be the same as those used in purchasing new materials. Factors used in the selection process can be found in the Library's Collection Development Policy (Policy 421).

Receipts for donated material will be given upon request. Contributions are tax-deductible to the extent of the law. The Library cannot place a cash value on donated material.

The Library Director reserves the right to establish limits on the number of items that may be accepted per donation and the times during which the Library will accept donations.