

## Chatham-Kent Public Library

### Book and Non-Print Donations

Thank you for thinking of Chatham-Kent Public Library and contributing towards putting quality materials on the shelves of your library. We appreciate your donation.

Like you, we want to provide the very best books for everyone to use. Although we recognize that some items may be well loved and valuable to you, they are not always appropriate for a library collection. As well, we do not always have enough space to house all the items that we would like which means that we have to make choices about what will go on our shelves. It also costs up to \$15 per item to put donated materials in the library.

The following guidelines will help to explain how we decide whether we will put an item in the library collection:

#### **Was the book published within the last 5 years?**

Over 50% of the materials requested in our libraries were published in the last 2 years. With information books, it is especially important that we have up-to-date, current and accurate information available.

#### **Will the book withstand multiple uses?**

On average items will be borrowed anywhere from 10 to 300 times during its life on our shelves. This means that the materials must be in good physical condition – clean, no yellowed, torn or missing pages, no cracked spines, dust covers intact and odour and mould free.

#### **Is the book or material historically important to the area?**

We are always interested in items that are about the local community or written by a community member.

#### **Do we already have multiple copies available?**

Sometimes we have enough copies of a title and just do not have the space to keep any more.

#### **There are some items we simply cannot use, including:**

- Textbooks and outdated computer books – outdated information
- Encyclopedia sets – unless they were published within the past 3-5 years the information is likely out of date. We know that they were expensive when bought – however encyclopedias do not retain their value over time.
- National Geographic – we receive our own subscription
- Reader's Digest Condensed Books – we usually have these books in their original format and we usually would not use a condensed edition of a particular title.

If we cannot use your donation for the library's collection we will put it in our book sale. The money raised from our book sales is used to buy new books.

Thank you again for your donation.

*Revised April 2017*