

Donated Library Materials CLP Policy # COL-3 September 2023

POLICY:

Carnegie Library of Pittsburgh (CLP) may accept donations of materials that meet our collection development criteria in formats currently collected. Donated materials become the property of CLP, and CLP reserves the right to utilize donated materials wherever the need is greatest. Donated books may be added to the collection, used in CLP book sales, or sent to a third-party book distributor in support of CLP services. Donated materials in poor condition may be discarded.

Due to the volume of donations, donated items not added to the collection will not be returned to the donor. Unsolicited materials sent to CLP will be treated as donations. Final decisions regarding the disposition of donated materials are made by Collection Services staff.

Development will provide written acknowledgement letters to donors indicating the format and approximate quantity of materials donated (i.e. three boxes of paperback books; one box of DVDs, etc.). Development requires a [Financial and Gift In Kind Donation Form](#) filled out by the staff member accepting the donation and forwarded to Development.

CLP staff will neither appraise donated materials nor suggest a value in the acknowledgement letter. CLP encourages donors to seek out an independent appraisal if the items are of significant value.

Inquiries about materials donations should be handled by staff at the location in which they are received. Donations of over 50 items that may be added to our collections and/or donations of valuable or special interest materials will likely require special resources for cataloging, processing, storage, preservation and/or access. These donations must be approved by the Assistant Director of Collection Services, in consultation with the Director of Development and Assistant Director of Main Library, as appropriate, prior to acceptance. The [Gift of Tangible Personal Property \(TPP\) Review Form](#) includes information needed to process the request.

Criteria for Acceptance:

The following criteria will be considered by CLP staff:

1. Condition

CLP accepts only items in very good condition and does not accept items with:

- Yellow, brittle pages
- Soiled covers and/or pages
- Mold or mildew

- Missing pages and/or illustrations
- Marked pages
- Loose, frayed, or broken bindings
- Poor print
- Mutilation or damage
- Poor sound or video quality
- Other library ownership labels or markings

2. Format

- Only formats currently being collected by the library will be considered.
- Reader's Digest Condensed Books or other condensed books will not be accepted.
- No advance reading copies will be accepted.
- Textbooks will not be accepted.
- Magazines and newspapers will not be accepted.

3. Content

Certain subjects age rapidly. The following list, while not exhaustive, provides examples of categories of materials which should not be accepted if older than three years.

- College and career guides
- Computer science
- Economics, business, personal finance, taxation
- Law
- Travel
- Health and Medicine

CLP Policy # COL-1, Collection Development and Management and CLP Policy # COL-7 Withdrawal, Discard, and Sale of Library Materials will be considered when evaluating donated materials. In addition, the time and cost associated with cataloging, processing, shelving, and housing donated materials will be taken into consideration.

FOR FURTHER INFORMATION:

Contact the Assistant Director, Collection Services or the Director, Development.

Related Policies: COL-1 Collection Development and Management
 COL-4 Special Collections, Rare Books and Archives
 COL-7 Withdrawal, Discard, and Sale of Library Materials
 COL-12 Carnegie Archives Acquisition Policy

Related Documents:

See the [Gift Item Form](#) and [instructions](#) when submitting items to be considered for addition to the collection.

See [Author and Publisher Submission Guidelines](#) when approached by an author or publisher about adding items to the collection.