

Donations of Materials

SCL Effective Date: 12/17/2014

The Somerset County Library accepts donations of books and other items that are compatible with the mission, policies, and strategic plans of the library. Because of space, time, and collection constraints, there are times when donations will not be accepted. The library retains unconditional ownership of donations and makes the final decision regarding the acceptance, use, and disposition of the donations. The following criteria will be considered when accepting donations.

- Suitability for a public library environment
- Conflicts of interest, whether actual or perceived
- Space constraints based on size or shape of the object (including collection donations)
- Security or display requirements
- Insurance stipulations over and above the current library policies
- Special cleaning and maintenance methods

Please note that it does cost the library time and money to process donations. Please help us reduce our costs by only offering items that are likely to be of use to the library for our collection, as a prize for program attendees, or as an item that can be sold to supply some income to the library.

As a general guideline, we cannot accept old encyclopedia sets, back issues of magazines, damaged or moldy books, old science, medical or law books, text books more than 5 years old, books with excessive writing or highlighting, or inappropriate or damaged videos and audios.

The library may be able to add books of significance to Pennsylvania or Somerset County to our special collections regardless of age. The library may also be able to sell books that could be categorized as rare, antique, or collectible. Most books considered rare, antique, or collectible pre-date 1970 and have one or more of the following characteristics:

- literary first edition
- academic press volume
- critical edition of a primary research document
- contains unique plates of illustrations (woodcuts, lithographs, etc.)
- contains antique geographical, political, topographical, or technical maps

If the items you wish to donate or dispose of do not meet the guidelines above, here are some other possibilities to consider:

- Donate to Vietnam Veterans of America - <http://www.pickupplease.org/books-donations>
(If your books meet their guidelines, they will pick them up for you)
- Donate them to Pittsburgh's Book 'Em program for inmates - http://www.bookempgh.org/Books_We_Need.html

A much more extensive list of possible places to send donations of books, magazines, or DVDs can be found in ALA Library Fact Sheet 12: Sending Books to Needy Libraries: Book Donation Programs at <http://www.ala.org/tools/libfactsheets/alalibraryfactsheet12>