

SSPL GUIDELINES FOR MATERIALS DONATIONS (BOOKS, DVDS, AUDIOS, etc.)

The library welcomes and encourages the donation of published, manuscript and archival materials. Gifts provide a valuable supplement to purchased materials and often add to the collection rare or unique items that cannot be acquired in any other way. At the same time, because processing gift materials entails significant costs, and the library seeks to maintain high standards of collection quality and appropriateness, the library carefully reviews each item donated before it is processed, cataloged and added to the collection. Unwanted materials are offered to other libraries or for sale. All remaining items are discarded.

Because the library accepts donated items with the hope of either adding them to the collection or selling them to fund other acquisitions, the basic criterion for acceptance of such materials is that they be good candidates for one or both ends. In applying this criterion, however, the library recognizes certain practical limitations. It cannot, nor does it intend to, scrutinize every item in a given lot of offered items before accepting the lot as a whole, and it does not require that more than a reasonable percentage of the items in a lot fulfill the criterion.

BOOKS AND OTHER LIBRARY MATERIALS

Used Books

Criteria for Physical Condition: Regarding the physical condition of used books, the following basic criteria will apply:

- Brand new or gently used
- Binding intact
- Cover not torn
- Spine not frayed
- Pages not torn or missing
- Not written in, underlined or highlighted
- No mold, dirt, food, or water damage

Book Sale items: If you have collected used books and magazines to donate, please consider holding these items until our annual book sale held in early March. Be sure to check with the library in advance before leaving your donated items.

BOOK FORMATS AND GENRES

CHILDREN’S AND YOUNG ADULT BOOKS

Juvenile Collections (Prefer new or good condition)

- Picture Books—Copyright date not an issue, although need new titles as well as standard titles, classic titles, favorite authors, award winners.
- Early Readers—Popular series.
- Board Books—For toddlers.
- Beginning Chapter Books—Popular series.
- Fiction—Copyright date not an issue, although need new titles as well as standard titles, classic titles, popular authors, award winners.
- Non-fiction (each Dewey category)—Copyright important here. No more than 5 year old copyright date. Especially important in Science, Geography, Computers, Technology, etc.

YA Collections (Prefer new or good condition)

- Fiction—Need classics, but up-to-date titles that teens really read is important. Popular authors, award winners.
- Non-fiction (each Dewey category)—Not more than 5 year old copyright date. Some exceptions for standard titles.

Paperback Books

- Acceptable: New or good condition paperback books for juvenile and YA fiction.
- These books can be added to the collection with a minimum of labor. They provide titles needed to fill demand for school required and Accelerated Reading lists.
- Paperback for picture books are not desirable.

Other Formats

- Audio Books (CD only)
- DVDs (Blu-ray & standard)

GENERAL COLLECTION

Age/Publication date--

- Current: published in last year

Types of books:

Fiction

- No condensed books, like Reader's Digest
- Classics, popular fiction of any age in good condition

Nonfiction

- Current or published within last 5 years, 2004 or newer
- No textbooks
- Test study guides from 2009 or newer only

Reference (encyclopedias, almanacs, etc)

- Current encyclopedias, published in 2009 or newer
- No general almanacs
- Specialized almanacs (football statistics, Guinness records - current)

Large Type Format

- Fiction & Non-fiction, 2009 or newer
- No National Geographic
- No Reader's Digest

Not Acceptable:

- Pamphlets
- Old encyclopedias
- Old almanacs
- Professional level legal sets that are not current or need updates and pocket parts
- Professional level legal, medical, technical and scientific books
- Old textbooks
- Magazines and independent subscriptions

TEXAS & TEXAS RELATED MATERIALS

Almost any Texas-related book will be accepted that is in excellent condition suitable for circulation. This includes books set in Texas or by Texas authors.

- . Fiction and nonfiction
- . History-state and parish
- . Biographies
- . Literature
- . Romances
- . Children's books
- . Young adult books
- . Genealogy-Louisiana or otherwise
- . Periodicals-minimum 3-5 year runs
- . City directories
- . Cookbooks
- . Yearbooks-college or high school
- . Reference materials
- . Indexes
- . Travel-2003 to current
- . Paperback—any of the above can be soft-cover

Not Acceptable:

- . Text books
- . Telephone books
- . Law books