



## **Bee Cave Public Library Donations Policy**

The resources of Bee Cave Public Library have been carefully selected by library staff according to the Library's Collection Development Policy and acquired through purchases and donations. We appreciate the generosity of those wishing to donate materials to the Library. However, in order to ensure a quality collection for everyone, the Library has established simple guidelines to implement our Collection Development Policy. Because of the high cost of cataloging, processing, and storage, we can accept only the following types of materials, which must be in good condition with an ISBN visible on the back cover of the book:

- Hardcover books published within the past three years
- Paperback books published within the past three years
- Literary classics
- Children's books

We are unable to accept encyclopedias, textbooks, condensed books, magazines, newspapers, audiobooks, Playaways, or DVDs. Due to the staff time and space required to evaluate and process donations, we cannot accept more than three boxes or bags of books per family per year. No damaged or moldy items will be accepted.

If your donations meet the criteria listed above, please contact the Library to arrange a convenient time for us to receive them. We are unable to accept any donations during June, July, and August. Donated items become the property of Bee Cave Public Library, and those not added to the collection are offered to other libraries, donated to nonprofit organizations, sold at book sales, or discarded/recycled if in poor condition. Income from book sales is used to benefit the Library.

If your donations do not meet the Library's requirements as described above, please ask at the Circulation Desk for a list of other organizations that may be able to accept your items.

*Approved by Bee Cave City Council, 3/26/2024*