

**Aram Public Library Policy 7.3
Dispersal of Gifts and Discarded Materials**

Adopted April 11, 2013

Purpose: To facilitate the dispersal of material gifts and the disposition of discarded library materials.

Aram Public Library will graciously accept material donations from the public. The Library does, however, reserve the right to refuse any material. Once material has been donated it becomes the sole property of Aram Public Library.

Donated material will first be reviewed for addition to the library collection. Should the material be deemed not fit for the collection, the items will be either offered to the Friends of Aram Public Library (FOAPL) for sale or recycled, depending on the age and condition of the item. Under no circumstances will the library accept pirated or stolen goods.

Should staff wish to purchase any materials, either donated to or discarded from the Library, the material will be presented to another staff member who will complete the purchase and give the purchaser a receipt. The purchaser should keep the receipt.

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