

Rich Central High School Media Center Materials Donation Policy

I. The Rich Central High School Media Center appreciates the donation of current materials to our collection. To maintain a current, appropriate, and useful collection, the following guidelines for acceptance will be followed:

- a.** Materials must be new or nearly new items. No worn out copies, poorly printed works, or books with antiquated appearance and/or content will be accepted.
- b.** Duplicate copies necessary to the Media Center's collection will be accepted.
- c.** Materials consistent with the core collection will be accepted.
- d.** Materials donated to the Rich Center Media Center Program become the property of Rich Central High School, District 227.

II. Donated materials not accepted into the library collection will be disposed of in one of the following ways at the discretion of the Library Information Specialist:

- a.** Materials may be offered to faculty and/or staff for their classroom or personal use.
- b.** Materials may be included in a community book sale.
- c.** Materials may be donated to a charitable agency for resale.
- d.** Materials may be exchanged with other institutions to fill gaps in the library collection.
- e.** Materials may be discarded.

III. The final decision regarding the inclusion of materials into the Media Center's library collection rests with the Library Information Specialist. This decision is based upon the general guidelines outlined above, as well as standard collection development policies.