

### 5.7.9 Material Donations

<b>Chapter:</b>	<b>Public Service Delivery</b>	<b>Number</b>	<b>5.7.9</b>
<b>Section:</b>	<b>General</b>	<b>Date</b>	<b>June 2016</b>
<b>Subsection:</b>	<b>Book Sale Materials</b>	<b>Supersedes (Date)</b>	

Acceptance is based on FEPL's Materials Donation Policy and is made by staff at the receiving location. Any special circumstances will be referred to the CEO.

Patrons who donate materials will be provided an explanation and referred to the Library's website for the Materials Donation Policy.

Materials that merit consideration for cataloguing/ adding to the collection will be forwarded to the Information Services Librarian or Children and Teen Librarian. Selection policy guidelines are applied to determine an item's suitability in adding to the collection.

Materials not required for collection purposes may be used as book sale items at all branches. Unsuitable material (poor condition, dated) will be recycled.