



## **Fort Walton Beach Library**

185 Miracle Strip Parkway SE, Fort Walton Beach, FL 32548  
850-833-9590 [www.fwb.org/library](http://www.fwb.org/library) [www.ReadOkaloosa.org](http://www.ReadOkaloosa.org)

## **Donation Policy**

### **Purpose**

The Fort Walton Beach Library ("the library") gratefully accepts gifts of books and other materials ("Donated Materials") from generous donors who support the library's mission. Your contributions play a vital role in enhancing the resources and services available to our entire community. Your willingness to give ensures that our library remains a vibrant hub of knowledge, entertainment, and lifelong learning for all who walk through its doors. So, whether you are offering books, funds, or other valuable resources, your donations are deeply appreciated and help us continue our mission of serving the diverse needs of our community.

### **Guidelines**

Like purchased materials, Donated Materials are subject to review criteria to ensure their appropriateness and usefulness to the library's collections.

1. Collection consideration - Donated Materials will be added to our collection only if they align with our collection development policy and meet the current needs of the library. Acceptance does not guarantee inclusion in the collection.
2. Selection criteria - The same selection criteria for purchased materials are used for gifts and donations.
3. Age and condition - Donations need to be in good physical condition and less than five years old. Materials with issues such as brittle paper, water or mildew damage, writing, torn or missing pages may be declined.
4. Appraisal - The library will not provide an appraisal of the value of donated materials. However, the library can provide an acknowledgment of receipt upon request.
5. Memorial books - Donors may request memorial books with suitable bookplates for inclusion in our collection, subject to approval by the Library Manager. Materials selected for inclusion are subject to the library's collection management and weeding process.
6. Specific title requests – Purchase of specific titles may be requested, provided the items meet our selection criteria and receive approval from the Library Manager.

7. Items not accepted:

- Magazines
- Encyclopedia sets
- Textbooks
- VHS tapes
- Cassettes

8. Local Author and local interest - Items produced by local authors and items of local interest are selectively accepted.

9. Special gift collections – The library does not accept donations of special gift collections with stipulations for our general collection.

10. Suitability - The library reserves the right to refuse gifts that are deemed unnecessary for the library collection. Additionally, we will not accept donations associated with organizations or individuals promoting "Hateful Conduct" as defined by the American Library Association (ALA). For more information, please refer to the [ALA's guidelines on "Hateful Conduct"](http://www.ala.org/advocacy/hatefulconduct) at <http://www.ala.org/advocacy/hatefulconduct>.

11. Discretion – The Library Manager has the final word for suitability of Donated Materials for the collection.

12. Items not selected - Unused items will be sold on the library's book sale racks, given to charity, or disposed of.

13. Monetary donations - Cash donations are accepted and used to purchase new materials, maintain the library's infrastructure, fund educational programs and events, and to purchase digital content, such as eBooks. Please contact the library to arrange monetary donations.

Your support is invaluable, and we appreciate your contributions to the Fort Walton Beach Library. Your generosity helps us continue serving you and all our community effectively.

Effective October 1, 2023