

## **Donation Process Guidelines**

1. Potential donors should check items to make sure they meet the following guidelines, which were created based on the guidelines of the Collection Development Policy:

- No dictionaries or thesauruses
- Mass market paperbacks must be in "like new" condition; copyright 1990 or newer
- No textbooks
- No travel books
- No books in poor condition. Poor condition means: dirty, moldy, water-damaged, damaged binding or pages, missing covers or pages, writing, markings, or highlighting, paperback books warped from storage
- No academic journals
- Encyclopedias must be complete sets; copyright should be 2005 or newer
- No VHS or cassettes
- No books missing ISBN numbers

2. Potential donors should send the librarian a list of the items they would like to donate. Lists should have titles, authors, and copyright information.

3. The librarian will check the list against TMA's catalog to prevent the collection of multiple copies of one title.

4. If the catalog lists more than two copies of one of the titles on the list, the librarian may ask for more information regarding the particular edition of the item. If the item to be donated is in better condition or has a more appealing cover, the librarian may accept it to replace a current copy.

5. Items that are not represented in our catalog will be evaluated based on the same selection criteria as purchased items.

6. The librarian will reply with a list of items that have been selected for TMA's library.

Alternatively, donors are welcome to bring items to the library to have the librarian evaluate in person, provided that a time is scheduled for donors to return to pick up items that are not selected. "Blind" drop-offs will not be accepted.