

Yavapai College Library Donations Policy

Effective November 1, 2015

POLICY

The Yavapai College Library accepts donations of books and other materials. At the discretion of the Library, donated materials may be added to the collection according to its "Materials Selection Policy." Materials may also be sent to the Yavapai College Auction or discarded. The Yavapai College Library does not make financial evaluations of items donated.

DONATION GUIDELINES

1. Materials must be in the form of a book, DVD, music CD or CD book.
2. Materials must be in excellent condition, without visible signs of wear, highlighting, notes etc.
3. Materials must be free from stains, liquid damage, dust and debris.
4. Materials must follow our publication date guide lines. Please contact the Manager of Technical Services for topic publication restriction dates before bringing items to the library. Nothing over 10 years will be accepted.
5. Materials cannot be textbooks.
6. Donations are limited to 30 items per person per semester.
7. Donations must be brought to the library.

Material will be reviewed by staff only after the item has been donated. Once the item is donated it becomes the college property and can be sent to auction if not accepted into the collection. Please let us know at the time of drop-off if a receipt is needed. It will be mailed to your physical address.