

Title: Procedure for Donated Materials

Approval Date: December 05, 2024

PURPOSE

This procedure describes the criteria by which physical materials donated to the Sault Ste. Marie Public Library are handled, which items will be accepted, which items will be included in the Sault Public Library collection, and which items will be given to the Friends of the Library Bookstore to be sold.

SCOPE

These procedures apply to all physical materials donated to either Sault Ste. Marie Public Library location, as it pertains to the actions of the volunteers of the Friends of the Sault Ste. Marie Public Library, and all other activities related to physical donated materials. These procedures do not apply to donations from local authors. Those procedures can be found in the Local Author Collection Guidelines.

DEFINITIONS

Classic Non-fiction - Any non-fiction material that is award-winning, highly esteemed, used in education, generally popular, or otherwise offering long-lasting appeal.

In-kind Donations – any donation (excluding books or cash) that could potentially be used by the Sault Ste. Marie Public library, either as part of library collections, or for use in Library programs.

Good Condition - An item is considered to be in good condition if it does not have offensive odors, rips/tears, scratches, stains, broken spines, discoloured pages, mold, water damage, fingerprints, insects, missing pages / pictures, highlighting, pen doodles, or any other markings that significantly alters or disfigures the item in any way.

Receiving Area - A shelving unit at the James L. McIntyre Centennial library, located inside the staff north entrance.

PROCEDURE

A Reference Page will check the donation bins near the front of the Friends of the Library bookstore daily, and move any donations to the Receiving Area. All donated materials are to be placed in the Receiving Area of the James L. McIntyre Centennial library prior to sorting. Only library staff, volunteer sorters from the Friends of the Library, or persons delegated by the Collections Librarian are permitted to sort donated materials.

Sorting Criteria:

The following materials will be considered:

1. All materials in good condition
2. Non-fiction printed less than 5 years ago, with the exception of:
 - a. **Physical Health / Medical books** printed three or less years ago
 - b. **Encyclopedia sets** printed three or less years ago
 - c. **University / College textbooks** printed three or less years ago
3. Classic Non-Fiction
4. **All** hardcover fiction, trade paperback/softcover fiction, mass market paperback/softcover fiction, children's books, and graphic novels will be considered.
5. **All** Local History material regardless of age or condition (Sault Ste. Marie and Algoma district** in particular).
6. **All** DVDs, Blu-Rays, Books-on-CD, and Video Games.

In-Kind donations should be brought to the administration office.

After materials have been sorted, all materials in good condition are to be placed on the designated shelves in the Technical Services department. These items will be evaluated by the Collections Librarian, and Technical Services Technicians will check the Library catalogue to see if there are duplicate copies. If the Library deems the materials to be suitable for addition to the Library collection, those items will be processed. Any materials not deemed suitable will be placed on the Friends of the Library's carts.

The Sault Ste. Marie Public Library acknowledges that the District of Algoma is located on the customary and traditional lands of the Anishinaabe and Cree First Nations. We recognize that local history includes persons and events that pre-date European settlers by thousands of years. The area of Sault Ste. Marie has traditionally been known by Indigenous peoples as **BAWATING, meaning "the place of the rapids".



The following materials will NOT be considered:

1. Magazines
2. Software CDs
3. Books-on-cassette
4. Music cassettes
5. Music CDs
6. VHS videos
7. LP music records or other older formats
8. Pirated materials
9. Damaged books or books in poor condition
10. Non-book items such as clothing, broken electronics, etc.

These items can be delivered to the Friends of the Library Bookstore to be processed.

Items withdrawn from the Library's collection will go to the Friends of the Library's carts, except:

1. Items that are defined by the Collections Librarian as being severely damaged.
2. Items that are deemed by the Collections Librarian as containing out-of-date information, when the misinformation could be considered as harmful.
3. Items kept for preservation "e.g. local authors or local history removed from circulating collection".

Any questions should be directed to the Collections Librarian.

Collection Librarian Contact Information

James L. McIntyre Centennial Library
Attention: Collections Librarian
50 East Street
Sault Ste. Marie, ON
P6A 3C3
(705) 759 5234