

BOOK DONATION POLICY

The Bermuda National Library, Youth Services gratefully accepts gifts of materials that fall within the mission statement of the library but reserves the right to evaluate and dispose of them in accordance with the criteria applied to purchase materials. Materials may be disposed of without notifying the donor if later examination indicates that the library cannot use them. Donations of books will be examined and reviewed by the library staff, using the De-Selection criteria policy, to determine if the books should be put on the shelves for circulation or if they should be placed in the book sale, free library box, or discarded.

Materials contributed to the library shall be integrated into the library collection at the discretion of the Librarian. Monetary gifts will be used for the purchase of library materials. The Librarian will be responsible for the selection of the materials.

The library can only accept monetary gifts and memorials via the [Friends of the Bermuda National Library](#), which is the charitable association it falls under. Specific instructions have to be given with the donation if it is to be used for Youth Services.

Proper recognition of the donors for their generosity will be made. Every effort shall be made to place labels of recognition in donated materials.