

Friends of the J.V. Fletcher Library Book Sale Policy

Approved by the Board May 15, 2014

1. Purpose

This policy establishes guidelines and procedures for the acceptance and disposition of all donations of books and other items to the Friends of the J.V. Fletcher Library.

2. Friends' Book Sale Goals

In keeping with the Friends' mission to "support the library through...fundraising in order to enhance resources, facilities and service," the primary goal of the Friends' book sales is to raise money for the Friends and its support of the Fletcher Library.

In addition, the book sales give Westford residents a way to recycle their books and other media and provide them the opportunity to purchase books and other media at low prices.

3. Acceptance of Donations of Books and other Media

All donations of books and other media to the Friends become the sole property and under the sole control of the Friends.

The Friends accept donations of books and other media in good condition. The Book Sale Coordinator will set guidelines for the specific types and condition of books and other media that are acceptable.

The Friends cannot appraise donations for purposes of income tax deductions. The Friends will provide on request a receipt for a donation.

All non-library books and other media (that is, those items not marked as belonging to the Fletcher Library or another public or school library) that are found in the library's book drops or on the main desk will be donated to the Friends.

All inquiries about donations will be referred to the Book Sale Coordinator.

4. Disposition of Donations of Books and other Media

The Friends will use and dispose of all donated items in the manner most beneficial to the Friends.

The Book Sale Coordinator may decide to donate books and other media to other organizations using the following guidelines:

- The request comes from a someone who lives or works in Westford or is a member of the Friends.
- The recipient organization is non-profit.
- The recipient organization has a good reputation and its credentials can be confirmed.
- The number of books requested/taken and the time at which they are chosen and removed do not affect the running of the book sale or the Friends' financial goals.
- The requester or organization is solely responsible for:
 - choosing the books they want
 - packing them in boxes, bags or other containers they provide
 - moving them from the library at a time convenient to the Friends' volunteers and the library staff.