

## **602.4 - Donations of Library Materials Policy**

Date Policy Approved: February 2, 2012 by DeSoto Parish Library Board of Control

All books, magazines, etc. which are given to the DeSoto Parish Library become the property of the library and its best use will be determined by the Library Director. The library's policy is to purchase, or to accept as gifts, the best books which meet the needs of the communities. Certain general criteria are followed in selection:

- Importance of the subject matter to the collection
- Clear presentation and readability
- Scarcity of material on the subject
- Timeliness or permanence of the work
- Appearance of title in special bibliographies or indexes
- Authoritativeness
- Current demand
- Author's significance as a writer and his reputation
- Reputation and standing of the publisher
- Price
- Availability of material elsewhere in the area
- Format