

Gift Acceptance Guidelines

1. Gifts must be in good condition. They should be clean. The binding, cover, and dust jacket (if present) should be intact. Pages should not be yellowed or frayed and should not contain hand-written notes or highlighting marks.
2. Books should be current with the exception of classics. Ideally, the topics covered in the book should supplement weak or missing subject areas in your collection.
3. VHS items are not accepted.
4. DVD's, CD's and CD-ROM's should be checked for scratches and cracks.
5. DVD's, CD's, and CD-ROM's should be originals and not copies.
6. CD-ROM's should include all instructions.
8. All CD's and DVD's should be in their original containers.
9. For multi-part CD's, videos, DVD's etc., make sure all of the parts are present.
10. All gift items sent to CAP should be accompanied by a completed "Items Sent to Tech Services" form. The titles on the form should be sorted alphabetically by title.
11. Any gift items sent to CAP that do not meet these guidelines will be returned to the submitting library.

Approved 8/17/2010