



Gift Materials

The Library does not actively accept gifts; however on occasion, gifts and donations may be considered at the discretion of the Head Librarian using the same principles utilized to purchase materials for its general collections: the Library acquires books and other items in the health sciences to support the needs of the lay public. Gifts that do not support the principle may be given free to other libraries or to library patrons, donated to a charitable organization, or disposed of.

Gifts or donations of materials relevant to the East County community or the specialized collections within the Library will be reviewed and considered for the Library's historical or special collections. In general, historical books are those that are at least 50 years old, but more recent works will be considered if they are of special interest. Prospective donors should contact the Head Librarian for further information. If all or any part of a proposed gift is not appropriate for addition, the Library, in its discretion, may elect to refer the proposed gift to other libraries.

Unsolicited gifts that are left at the front desk or in the Little Free Library are discouraged at all times, but may be reviewed for appropriateness as determined by the Head Librarian. The Library reserves the right to determine, in its sole discretion, the extent to which such gifts support the health care needs of the lay public. Donations that are not supportive of these health care needs may be redistributed as outlined above.

The following materials are not accepted by the Library unless they meet the historical criteria:

- Textbooks
- Materials that are more than five years old
- Materials that are not healthcare oriented
- Works of fiction
- Books that are in used condition, e.g., highlighted, underlined, dirty, torn, etc.

Medical Memorabilia

The Library has received numerous instruments, equipment, and artifacts of historical significance to the health professions. These items were acquired either by District purchase or by way of private donation and are a part of the Library's permanent exhibit collection. In accepting the donated items, the District has agreed to preserve the materials, if possible, and to exhibit them for public education on a variable basis.

GIFT AND DONATION POLICY - 2

The Library does not actively accept gifts to this collection either; however on occasion, gifts and donations may be considered at the discretion of the Head Librarian. All items will be reviewed prior to donation to consider appropriateness, physical condition, fragility, and space availability, among other factors

Acknowledgement of Gifts

If a donor would like a letter acknowledging the gift, he/she must provide their name, address, phone number, and/or email address to the Head Librarian at the time of donation.. GHD is not a non-profit; therefore, donations are not tax deductible.