

GENERAL GUIDELINES FOR DONATING BOOKS

- **PHYSICAL CONDITION**
 - VISUAL APPEAL AND ATTRACTIVENESS, ESPECIALLY FOR BROWSING
- **CONTENT**
 - INACCURATE INFORMATION
 - POORLY WRITTEN
 - DISPLAYS BIAS IN TEXT AND/OR ILLUSTRATION (CULTURAL, ETHNIC, GENDER)
- **AGE OF MATERIAL**
 - MUST-HAVES: CLASSICS, AWARD WINNERS
 - LOCAL ARCHIVAL MATERIAL
 - PRIMARY SOURCE
 - SUBJECT SPECIFIC
- **FREQUENCY OF USE**
 - CIRCULATION, DEMAND (NOT CIRCULATED WITHIN 3 YEARS)
- **CURRENT INTEREST**
 - RELEVANCE TO CURRICULUM
 - CONTEMPORARY VIEW
 - SUPPORTS THE DISTRICT'S PRIORITIES
- **SUPERSEDED ITEMS**
 - ARE THERE UPDATED EDITIONS
 - BETTER COVERAGE OF A SUBJECT
- **REFERENCE MATERIAL**
 - ENCYCLOPEDIAS, ALMANACS (WITHIN 5 YEARS)
 - MAY NOT NEED IN PRINT IF DIGITAL ITEMS ARE AVAILABLE
- **UNUSED DUPLICATES**