



WASHINGTON COUNTY

OREGON

LAW LIBRARY BOOK DONATION POLICY

Purpose:

The Washington County Law Library welcomes the donation of law books as part of its continuing efforts to reduce waste and participate in legal resource sharing endeavors.

Guidelines:

When the Law Library accepts gifts of books and materials, it is with the understanding that they become the property of the Law Library to be handled as deemed best by the Law Librarian and in accordance with Washington County Purchasing Rules.

Items that are useful or beneficial to the Law Library or meet its collection selection criteria will be retained. The Law Library will acknowledge the gift and provide a receipt upon the donor's request.

The Law Library is not required to accept or retain any donations.

When the Law Library accepts donations but chooses not to retain them for the Law Library, it will declare the items to be surplus. The Law Library may then either:

- donate the items to another public agency, any sheltered workshop, or nonprofit organization, or,
- it may sell to a private party, without competitive process, if the current market value per item is deemed to be less than \$5,000. (See *Washington County Purchasing Rules: Rule 50-050 – Donations of Personal Property* and *50-020 – Sales of Personal Property*.)

When the quantity of materials you wish to donate is large (e.g. greater than 3 or 4 boxes), please contact the Law Librarian prior to making arrangements for delivery.

Laura Orr, Law Librarian, January 2010