SCHOLASTIC BOOK FAIR &
LIBRARY DONATION GUIDELINES

O'FALLON DISTRICT 90 K-8 SCHOOLS

Thank you for donating materials to O'Fallon District 90 Libraries. We welcome items that strengthen the school collections and support the curricular goals. All gifts receive careful consideration by the District library staff. Materials are gifted without condition. Upon receipt, gifts become the property of District 90. The District library staff reserves all rights to determine addition to the collection or disposal. Other considerations for adding to the collection are given below. Any questions should be directed to the O'Fallon 90 District Media Specialist at 618-622-2932.

SCHOLASTIC BOOK FAIR SELECTIONS AND/OR PROFITS FOR THE LIBRARY

- Cash profit is the preferred profit from the book fairs to enable us to purchase items from the current wish lists we maintain for each library with our vendors Bound to Stay Bound and Follett School Resources. These carefully curated lists are designed to enhance the library collections based on popular items, upcoming titles, reading level, subject, as well as faculty and student recommendations.

- Items chosen to donate to the library directly from the Book Fair should be pre approved by library staff to ensure that we don't end up having 10 copies of the same title on the shelf (4 copies of any particular title is sufficient for any collection) and we also need to be able to find a bibliographic record in Polaris to add an item record to.

    - We do pay $4 per item if we have to send an item to S.H.A.R.E. for cataloging when we cannot find a matching bibliographic record to attach our item records to. This is cost prohibitive when considering whether or not to add a small paperback item. (please contact library staff if you need further information on this)

If you would like to receive a letter of acknowledgement for your donations, please contact the O'Fallon 90 District Media Specialist. The letter of acknowledgement will not include a list of donated items or an estimate of the value of the gift. Any appraisal is the responsibility of the donor.

STANDARDS FOR CONSIDERATION WHEN DONATING MATERIALS

- New or nearly new condition - (items with stains, torn pages, damaged covering, written in, are not appropriate)
- No items with personalized messages or ownership name written in them will be accepted (unless it can be easily covered or erased)
- T.V. star or cartoon books should be from current shows
- Appropriate reading level & interest level
- No magazines or restaurant promotional books, i.e. kid's meal books
- No items that may have stickers or detachable parts (pop-up books) or are geared toward personal use, rather than use by many patrons. i.e. journals, puzzle books, etc.
- Nonfiction items should be hardcover and have up to date information
- No paperback books except for items used in the bin book collections
- Library bound materials preferred
- Graphic novels need to be geared towards literacy (not comic books)
- Donated items that cannot match an existing record in SHARE/POLARIS will not be added to the collection.