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- **Superseded Items**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**