

### **Lakes International Language Academy Media Acquisition Policy**

This policy applies to all non-cash donations to the Lakes International Language Academy library/media center, including books, tapes, videos, CDs, DVDs, and equipment.

The school welcomes offers of donations for its library collection. Donors shall be issued a donation receipt in acknowledgement.

The school has the right to determine use of donated items. Library materials are chosen to serve the informational, educational, cultural, and recreational needs of the school. The school strives to create an up-to-date, balanced collection representing all fields of knowledge as budgets, availability of materials and space permit. The school shall evaluate all non-cash donations for inclusion in the collection. Items shall be evaluated for suitability based upon condition of the item, age of the item, applicability of the item, including being age-appropriate. Selections will also be made based on material reviews from library professional journals.

Items not added to the collection may be donated by the school to other non-profit organizations, sold, exchanged, or discarded. The library reserves the right to reject donations at our discretion.