



AURORA TOWN PUBLIC LIBRARY

Book Sale Policies and Procedures

The Board of Trustees has established the following procedures for the conduct of Library Book Sales:

1. Date and site shall be agreed upon by the Director and any other group (i.e. Friends) that may be involved.
2. Necessary permits for facilities used for a book sale will be obtained.
3. Announcements and advertising will be placed in the local media: the *East Aurora Advertiser*, the *East Aurora Bee*, the *Pennysaver*, local cable stations, etc.
4. Dates and sites for collection of donations must be agreed upon in consultation with the Library Director.
5. Donated materials may be appraised to establish if they are of exceptional value.
6. At the end of the sale, any remaining books will be donated to other non-profit organizations that hold book sales, or will be otherwise disposed of. Only books that may have exceptional value may be held over for a future sale.

Adopted by the Aurora Town Public Library Board June 2002; Revised January 2010; Revised June 2011.