

GUIDELINES FOR LIBRARY COLLECTION

APPROVED: 12/13/24

The purpose of the library collection is to share or borrow reading materials among residents. It is an informal collection, without a catalog or due dates, which operates on the honor system and is the responsibility of the LRF Buildings Committee. Materials that are clean and in good condition with covers may be donated by dropping them off in the library donation box. We will remove any items showing signs of damp, mold, mildew, or insects. •

- Magazines must be published within the last 12 months and have covers (address labels may be torn or cut out). If there is a shortage of space, we will remove any duplicate copies first and if still too crowded we will remove magazines older than 6 months.
- Promotional circulars must be for upcoming events and seasons.
- Books may be either paperbacks or hardcovers. In addition to having front and back covers, the binding must be intact (not loose or broken). We will remove any older books with brittle flaking pages. We will keep only 1 copy of any work older than 5 years, and no more than 2 copies of newer titles.

Any materials removed from the collection will be recycled or donated to the Manatee County Public Library as appropriate.

