

## Community Library Guidelines

### Purpose

The Community Library operates as a shared resource for residents. Due to limited space, all materials are carefully curated and managed by the Library Committee.

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### Donations

Donations are accepted during designated periods only:

- A **two-week initial donation period** to establish the library
- A **second donation period in the Fall** (dates to be announced)

### Important:

The library operates as a **borrow-and-return system**. It is **not** a “take one, leave one” exchange.

### General Donation Guidelines

- All donations must be in **good condition**
  - Donations are **permanent** and will **not be returned**
  - The Library Committee reserves the right to **decline donations** that do not meet guidelines or exceed available space
  - Declined items will be donated to the **Lee County Library** or local organization.
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### Accepted Materials

#### i. Books

- Must be in **good condition** (paperback or hardcover)
- Must be published within the **last 5–10 years**
- Content must be appropriate:
  - No explicit language
  - No controversial materials
- The Library Committee may decline duplicates or unsuitable items

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## ii. Games

- Must be in **good condition**
- Must be in the **original box or container**
- **All pieces must be included**
- Boxes/containers must not be torn or damaged
- If a borrowed game is found to have missing pieces:
  - Attach a note and return it to the library
  - The item will be removed from circulation

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## iii. Puzzles

- Must be in **good condition**
- Must be in the **original box or container**
- **All pieces must be included**
- Boxes/containers must not be torn or damaged
- If a borrowed puzzle is found to have missing pieces:
  - Attach a note and return it to the library
  - The item will be removed from circulation

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## Borrowing Guidelines

- Borrowing operates on the **honor system**; no formal checkout is required
- Items must be returned within **30 days**
- **Seasonal residents** must return all items before leaving for the season

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## Returning Items

- Place all returned items in the designated **collection basket** in the library

- **Do not reshelve items yourself**
  - Library Committee volunteers will inspect and return items to the shelves
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## **Library Committee Guidelines**

### **Intake & Organization**

#### **Fiction**

- Shelved alphabetically by **author's last name**
- Labeled: **DWOC + first three letters of author's last name**

#### **Non-Fiction**

- Labeled: **DWOC + general category**
- Shelved alphabetically by **category**

#### **Special Sections**

- A designated shelf for **Book Club Reads**

#### **Shelf Labels**

Clearly labeled sections include:

- Book Club Reads
- Fiction
- Non-Fiction