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## Administrative Rules

### Rule 1.6.1.D Appendix D – Withdrawn and Donated Materials

Approved: 4-1-2008

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**Memorandum of Understanding  
Between Deschutes Public Library and  
The Friends of the Library  
Concerning the Sale and Disposal of Withdrawn and Donated Materials**

**Between:** Deschutes Public Library

**And:** \_\_\_\_\_

**Effective Date:** \_\_\_\_\_

#### Recitals

The Deschutes Public Library (DPL) is the owner and operator of the following Branch Libraries: Bend Public Library, La Pine Public Library, Redmond Public Library, Sisters Public Library, and the Sunriver Area Public Library.

The Friends of the \_\_\_\_\_ (FOL) are a fund raising non-profit organization supporting special projects for the benefit of DPL. Friends currently contribute support to children and adult programs and the \_\_\_\_\_ Branch in general by providing needed equipment, furniture and support and materials for decorations.

The FOL and DPLS hereby enter into the following agreement regarding withdrawn and donated materials.

#### Agreement

**DPL Agrees:**

1. To deliver all unwanted materials (withdrawn library materials and unwanted donated materials) to the \_\_\_\_\_ Branch Friends group.
2. To refuse some donated materials, according to \_\_\_\_\_ Branch Friends' guidelines.

**FOL Agrees:**

1. To accept **all** unwanted materials from DPLS.
2. To hold book sales at least annually.
3. To store materials between sales.
4. To dispose of said materials in any of the following manners:
  - a. Sell materials in Friends book stores and/or online.
  - b. Provide materials to charitable agencies or organizations.
  - c. Recycle materials.
  - d. Deliver materials to a vendor who commits to the same disposal guidelines.

**Signatures:** \_\_\_\_\_

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