

# Gifts & Donations Policy

Gifts and donations to the Greenwood Public Library are always encouraged. Donations may be made to the Greenwood Friends of the Library which is a 501c3 organization which exists to expand what the Greenwood Public Library is able to do with Village funding.

The library accepts gifts of books with the understanding that they will be added to the collection only if appropriate and needed. If they are not needed because of duplication, condition, or dated information the director can dispose of them as he/she sees fit.

Greenwood Public Library will only accept book donations that meet the following criteria:

- Books have been published in the last 5 years
- Books are clean and in good condition
- No Non-Fiction will be accepted
- Limit of 1 box donated at any given time
- Book donations will not be accepted during the month of February

By law, the library is not allowed to appraise the value of donated materials, though it can provide acknowledgement of receipt of the items if requested by the donor. Donations should be recognized with a “Thank You” letter from the library staff.

Monetary gifts will be gratefully accepted by either the Library or the Friends of Library. Specified donations including, cash gifts, land, property, etc. will be reviewed by the Library Director and Board before acceptance.

**Revised and approved 11/9/2023**