

MATERIALS DONATIONS

Policy Statement

Interested parties may choose to donate money or items to the library. While such donations are welcome, all items must meet the standards set forth in this policy.

Definition

Materials donations and gifts, in relation to this policy, are those donations intended to be considered for addition to the circulating collection.

Guidelines

Gifts to the collection can be in the form of money or physical materials.

Regulations

1. All material gifts and donations are subject to the same selection criteria used for materials purchased by the library. A gift/donation may be rejected if it does not meet the guidelines in the library's collection policy, or if it requires special shelving or circulation procedures.
2. Gently used donations will be reviewed by the Director to determine how items will be used. Items may be added to the collection if determined worthy. Other items may be sorted for the Used Book Sale or be sent on to other non-profit organizations. All donated items become property of the library and may be used at the library's discretion.
3. Monetary gifts designated for materials purchase are welcome. Donors may choose to give a designated amount, to be spent as determined by the Director, or may request that items be purchased in a specified subject or genre area. Staff will work with donors in the selection of titles.
4. Items donated in memory or in honor of an individual are subject to the guidelines stated above. If it is determined the selected item does not meet the library's collections standards, the donator will be contacted and an attempt to return materials will be made.
5. For "In Memory" or "In Honor Of" items, a bookplate provided by the library will be placed in the book stating the person's name, the donator's name, date, and a note about the occasion as provided by the donator.
6. The Director has final say on the use and fate of all donated materials.