

## Acceptance of Donations and Gifts

Due to the high costs of managing the donation process, the Schuyler Public Library's goal in accepting donations are to acquire only materials which are highly relevant to the library's needs. All potential donations will be evaluated in accordance with the collection development policies of the Schuyler Public library. The Library staff further reserves the right to decline donations and to decide when a donation added to the collection will be withdrawn.

1. The Library will retain unconditional ownership of the donation.
2. The library makes the final decisions of its own use or other disposition of the donation. The Collection Development Policy will be observed in evaluating donated items and adding those items to the collection.
3. Materials with the following conditions will not be accepted:
  - Moldy/musty, with strong odor, or water damaged
  - Dirty (greasy, food stained, insect infested, etc.)
  - Marked by pens, pencils, crayons or highlighters
  - Physically damaged (i.e. have broken bindings, loose or torn pages, or damaged covers, damaged cases)
4. The library is unable to accept:
  - Textbooks/Medical books
  - Condensed Books (for example, Readers Digest Condensed Books) or abridged audiobooks.
  - Nonfiction titles over five years old, except for use in the library's book sale
  - VHS tapes, audio tapes, or music CDs
  - Materials weeded from other libraries
  - Single or back issues of magazines
5. The Library shall have the right to decide the conditions of display, housing, and access to the donation.

When requested by the donor(s), a bookplate or other device will be included in each donation which is added to the collection to identify the donor(s) or the purpose of the donation. Donated items which are not included in the Library's collection, or no longer meet current collection criteria, will be disposed of at the discretion of the library director and the Library Board. Neither library personnel nor board members will appraise gifts or sign documents attesting to value of donated items.

Unrestricted gifts of money, lands, or property will be gratefully accepted by the Board to be used at its discretion. Because tax laws change frequently, it is advisable that donors seek professional tax or estate counsel prior to making a

gift. Gifts or bequests with specific restrictions attached will be reviewed by the Board before acceptance.

Notwithstanding the above, the Board recognizes that the Schuyler Public Library Foundation exists for the purpose of handling gifts and bequests.

Amended and adopted:

May 10, 2000, July 13, 2006, December 9, 2014  
Kim Parsons, President, Schuyler Public Library Board

November 12, 2019  
Jim Kasik, President, Schuyler Public Library Board of Trustees