



Material Donation/Gift Policy

The Library accepts gifts of library materials with the understanding that the same guidelines of selection and collection management are applied to gifts as to materials acquired by purchase. The Library reserves the right to evaluate and to dispose of gifts in accordance with the criteria applied to purchased materials. Gifts will be acknowledged as time permits.

Library personnel are not certified book appraisers and cannot provide estimated value of donated materials for tax purposes. The Library retains unconditional ownership of all gifts and donations subject to the following conditions.

- The Library makes the final decision on all gifts/donations: whether to add to the collection, to donate to another organization, to discard or to sell the material.
- The Library reserves the right to decide the conditions of display, housing, and access to the materials, e.g. classification or usage fees.
- The Library reserves the right to withdraw the gift/donation from the collection according to the collection maintenance guidelines.
- Material not added to the collection or withdrawn will not be returned to the donor.

Materials purchased with memorial funds and materials presented as memorials must meet the same criteria as purchased materials. Memorials will be acknowledged and marked with an appropriate bookplate.

Board Approved 05/12/05

Next Review Date 05/12/10