

Donations to the Library

Monetary Gifts: All non-designated and/or unrequested monetary donations shall be received to the Library Gift Fund, an established unrestricted fund, as an unrestricted gift.

Donors may not specify what a donation is to be used for, unless the money was requested by the library for a specific purpose. The library reserves the right to refuse any donation tied to specific purchases or purposes (ex. money only to be used on specific types of books).

Material Gifts:

Due to a lack of storage the library limits the amount of donations it can accept. The library will accept books and movies that are in like new condition and have a publication or theatrical release date of within five years of the donation. An older item may be considered, if it is of local importance (i.e. yearbooks, bound family histories, etc.)

The library also accepts small donations of usable items for programming purposes (i.e. craft supplies or potential prize donations.)

Any donation of larger than 20 items may be refused if there is not adequate storage space available.

The library reserves the right to utilize donations as it sees fit and makes no promises that any donated material will be added to the collection. Items will be reviewed to see if they are needed in the collection. Items added may be added for a limited amount of time to gauge public interest. Materials not added into the library's collection may be placed on the used book shelf for donation fundraising for the library or otherwise disposed of. Any items that have mold, foxing, or have covers removed shall be immediately disposed of.

Other Gifts:

Donations of large-scale items including technology, art, and furniture, will be considered on a case-by-case basis and must be discussed with the Library Director in advance to determine if the library. Any donation involving land must be approved by the Library Board of Trustees and in consult with an attorney before acceptance. The library reserves the rights to utilize any benefit of such donation as it sees fit including the selling of any donation.

The Library Director reserves the right to request a "deed of gift" be signed when donating any large-scale item to the library.

Receipts:

Tax deductible receipts will be issued at the donor's request. The receipt will only list the items donated. The library will not place a value on the donation receipt. Determining the value of any donation will be the responsibility of the donor.

Returns:

Donations to the library are final and will not be returned to the donor.

This policy was reviewed and approved by the Board of Trustees at the March 12, 2025 meeting and replaces all other related policies.

Previous revision (2024,2021)