

DONATIONS, MEMORIALS, AND BEQUESTS

MEMORIALS AND MONETARY GIFTS

1. All memorials shall be promptly acknowledged in writing by the Corresponding Secretary.
2. The Library welcomes monetary gifts. At the request of the Director, the Board of Trustees shall review the offer of a monetary gift that is intended for a specific purpose to determine if the purpose is consistent with the goals and objectives of the Library. If the Board finds the purpose to be inconsistent with such goals and objectives, the gift shall be promptly refused or returned to the donor or the donor's representatives with a written explanation of the reasons the gift cannot be accepted.
3. Gifts offered and accepted for a specific purpose shall be used for such purpose. The timeliness of such use shall be dependent on the nature of the specific purpose and the needs and requirements of the Library.
4. The Library will maintain records documenting as nearly as practicable the use of gifts offered and accepted for a specific purpose.

IN-KIND DONATIONS

1. The Library welcomes gifts of tangible personal property to broaden its resources.
2. Acceptance of donations of media is at the sole discretion of the Director. The Board of Trustees shall, at the request of the Director, approve acceptance of items other than media. If acceptance of a non-media item is not approved, the Corresponding Secretary shall issue a written explanation to the party making the offer.
3. The Library will not accept:
 - Textbooks or medical books
 - Condensed books
 - Nonfiction titles over five years old; these materials are acceptable for the Library's book sale
 - VHS tapes, audio cassette tapes, or music CDs
 - Single or back donated issues of magazines; these materials may be put in the magazine give-away
 - Materials with the following conditions:
 - Mold or mildew
 - Having a noticeable odor
 - Showing water damage
 - Dirty, greasy, food stained, or showing insect damage
 - Marked by pens, pencils, crayons or highlighters
 - Damaged bindings, covers, cases, or pages
 - Missing pages

Adopted: 2/27/19