

# Donation Policy

The Library gratefully accepts gifts and donations.

Gifts are accepted in honor or in memoriam of a person or event. Recognition of an honorary or memorial gift is made as outlined below, according to the nature of the gift.

The Library cannot and does not appraise books, works of art or any other items. We do not give receipts for donations.

Large material donations are accepted only when advertised for the annual Book Sale. (We are limited on storage space)

All gifts accepted by the Library become the property of the Library. Donations are not contingent on being placed in the collection or for sale.

## Gifts of Money

1. The Library accepts gifts of money, in any amounts.
2. The donor may indicate how he/she wishes the money to be spent by the Library.
  - The money may be specified for a particular type of library material, service or activity.
  - The money may be specified for a particular library location.
3. All gifts of money received by the Library will be processed within five business days of receiving the money.
4. A gift of money in the amount of \$250 or more will be recognized with a leaf on the recognition tree in the library.
5. The Library retains the prerogative to determine when the use of a gift plate for recognition is feasible and appropriate.

## Gifts of Books and Other Library Materials

1. The Library accepts gifts of library materials in good condition. This includes, but is not limited to, books, CDs, and DVDs. NO Encyclopedias NO Magazines
2. All library materials accepted as gifts will be evaluated in accordance with the Morgan County Collection Development Policy.
3. In most cases, usable library materials that the Library does not add to its collections are offered to the Book Sale. Money raised by the Book Sale is used to benefit the Library and its programs.
4. The Library retains the prerogative to determine if the materials donated (valued at \$250 or more) meet criteria to be recognized with a leaf on the recognition tree in the library.

*Revised by Library Board of Trustees August 11, 2016*