

Policy for Memorials, Honor, Gifts and Donations

The library does not commit itself to accepting all donations of materials. Material that is donated is subject to the selection criteria that apply to new purchases. Donated items may be added to the collection, sold, donated to other organizations, or disposed of. The library will provide upon request a receipt showing the date and number of pieces donated by format, but will not undertake an appraisal of the items. Materials being donated must be in good condition with up-to-date information, conforming to the collection policy. They must be something the library would purchase. Examples of items NOT accepted are (but not limited to): encyclopedias, Readers' Digest condensed books, and multiple copies of a title.

Monetary gifts are welcomed by the library. These gifts will be used to purchase materials at the Director's discretion. Permanent or temporary memorials will be established at the library at the discretion of the Library Board. Memorials will always include bookplates. Record and acknowledgement of the endowment and memorial purchases will be maintained by library staff.

Memorial and Honor requests are limited to the following categories: adult fiction, adult nonfiction, young adult fiction, young adult nonfiction, juvenile fiction, juvenile nonfiction, DVDs or general fund. Selection of subject and specific title will NOT be determined by the donor, unless the librarian determines there is a need for it. A record and acknowledgment of these gifts will be maintained by library staff. With the approval of the donor, a bookplate will be placed in each item purchased with gift monies.

Once memorial/honor/gift materials have been added to the collection, they will be treated as an item purchased with library monies, with the exception of discard procedures. The decision to discard memorial/honor/gift materials will be made by applying the weeding/discard criteria to the item including but not limited to poor condition, out-of-date information, and lack of circulation. Items discarded will have the plaque removed and destroyed. The item will then be discarded in the same manner other library books are discarded.

Approved 4/13/2009