

In-Kind Donations and Gifts Policy

Ford City Public Library welcomes in-kind donations and gifts that support our mission. Donors should be aware of the following:

- Ford City Public Library reserves the right to accept or decline any and all materials donated or gifted to the Library.
- Gifts of tangible personal property that are accepted by the Library shall become the unconditional property of the Library.
- For the purpose of this policy, in-kind donations are considered the donation of general physical goods (i.e., janitorial supplies, office supplies, craft supplies, etc.), while gifts are considered the donation of item(s) of historical or educational value.
- Ford City Public Library shall have the right to make all decisions with respect to the retention, storage, processing, use, and disposition of any donated/gifted materials. Materials gifted, including portions of collective gifts, may be exchanged with other libraries, offered for sale, or otherwise disposed of at the discretion of the Library Director.
- For gifts that are donated to the library for historical or educational purposes, the donor must complete a Deed of Gift Form at the time of donation.

Charitable Donation Receipts are available upon request of the donor; staff may complete the Charitable Donation Receipt, but the donor must determine the value of any in-kind donation.