

## Donation Policy

### General

The Gilman-Danforth District Library is grateful for gifts, and its collection has been enriched by donations of materials as well as contributions. Through donors, the library has been able to acquire materials which could not have been purchased otherwise.

Gifts are accepted year-round, contingent upon available storage space. Materials **not accepted for collection for the sale** are textbooks, encyclopedias, Reader's Digest condensed books, books that are heavily highlighted, underlined or written in, nonfiction books that are more than 5 years old, VHS tapes, and cassette tapes. Additionally, materials with mold, insect, or other damage will not be accepted.

### Donation of Library Materials

In accepting a gift of materials, the library reserves the privilege of deciding whether items donated should be added to the collection. Out of the many books and other materials which citizens so generously give, a considerable proportion can be used.

Some donation cannot be added to the collection, because any library material, though of value in itself may be:

1. A duplicate of an item of which the library already has a sufficient number.
2. Outdated – interesting but not of sufficient present reference or circulating value to the library.
3. In poor condition – which would not justify the expense of processing it, i.e. cataloging and preparing it for circulation.

The material will be judged by the same standards of selection as those applied to the purchase of new materials.

The Gilman-Danforth District Library accepts gift books with the understanding that books which are useful to the library collection will be retained and other books disposed of in whatever manner the director deems best, including sale in the Library book sale. The Library necessarily reserves the right to interfile gifts with other collections on the same subject, so that all collections are organized and classified according to library standards for the best public service.

### Memorials and Honors

The Library welcomes monetary contributions specifically for book purchases in memorial to or in honor of named individuals. The library may place within the book the name of the donor or honoree, if desired. In order that the Library can properly honor, the generosity a special envelope and form to record the information is used and should be completed.

### Donation of Art Objects and Other Types of Materials

Although such gifts are usually welcomed and valued, final decision on their acceptance rests with the Library Director and the Board of Library Trustees.

### **Use of Gifts**

All gifts are accepted with the understanding that it may someday be necessary that they be sold or disposed of in the best interest of the library. The Library cannot commit itself to perpetually housing a donation.

### **Income Tax Statements**

The Library cannot appraise the value of a donation of materials or art. It will, however, issue the donor a letter acknowledging the donation, if requested. It is the donor's decision whether he or she will determine the value of the donation or utilize an independent appraiser. While the gifts to the Library as a governmental unit qualify as tax deductible, the donor will have to consider the particular circumstances of his or her situation for the specific effect.

### **Restriction**

No donation can be accepted unless it is given to the library without restrictions unless the Board of Library Trustees has specifically adopted an agreement to do so. All gifts may be used, sold, or disposed of in the best interest of the library. All donations are accepted only if, in the opinion of the Library Director and the Board of Library Trustees they are in the best interests of the Library.

Adopted: May 12, 2016