

Donations Policy

Monetary Gifts

All non-designated and/or unrestricted monetary donations shall be receipted to the Library Gift Fund, an established unrestricted fund. These funds will be used at the library's discretion.

Restricted monetary gifts will be considered by the Library Director if their value is under \$10,000 and by the Library Board if the value exceeds \$10,000. Restricted gifts, if accepted, will be used for the purpose specified by the donor. The library reserves the right to refuse any donation tied to specific purchases or purposes (ex. money only to be used on specific types of books). Materials purchased with any restricted gift monies are not guaranteed to remain in the collection for any specified time period and are subject to removal as allowed by the library Collection Development or other applicable policy.

Books And Material Gifts

Items will be reviewed to see if they are needed in the library collection or for other use by the library. The library reserves the right to utilize material donations as it sees fit and makes no promises that any donated item will be added to or remain in the collection for any guaranteed length of time. All items added to the collection are subject to the Library's Collection Development or other applicable policy.

Due to a lack of storage the library limits the amount of donations it can accept. The library will accept books, movies, and other material normally circulated in the library that are in "like new" condition and have a publication or theatrical release date of within five years of the donation. Older items may be considered, at the Director's discretion or if it is of local importance (i.e. yearbooks, bound family histories, etc.)

All materials donated are considered property of the library and staff members have sole discretion in the matter of materials retained for the collection. Materials not added to the collection will not be returned to the donor. Materials not added into the library's collection may be placed on the used book shelf for donation fundraising for the library or otherwise disposed of. Any items that have mold, foxing, or have covers removed shall be immediately disposed of.

Programming Supplies

The library accepts small donations of usable items for programming purposes (i.e. craft supplies or potential prize donations.) Any donation of larger than 20 items may be refused if there is not adequate storage space available.

Memorial Gifts

Individuals may wish to make donations to the library in memory of a friend or relative. Memorial gifts are generally considered to be treated as an unrestricted donation to the library gift fund, unless an arrangement has been made with the Library Director to designate those funds for an approved and restricted purpose. Acknowledgements of the donation will be mailed to the donor, if possible. A notification will also be mailed to the designated friend/family member of the deceased informing them that a donation was made and who made the donation.

Other Gifts

Donations of large-scale items including technology, art, furniture, or other personal property not specified above will be considered on a case-by-case basis and must be discussed with the Library Director in advance to determine if the library will accept the item.

Real Property/ Real Estate

Real Property is defined as “land and anything growing on, attached to, or erected on it, excluding anything that may be severed without injury to the land. Real property can be either corporeal (soil and buildings) or incorporeal (easements).” Any donation involving land or real property as defined above must be approved by the Library Board of Trustees, in consult with an attorney, before acceptance. The library reserves the rights to utilize any benefit of such donation as it sees fit including the selling of any donation.

The Library Director reserves the right to request a “deed of gift” be signed when donating any large-scale item to the library.

Receipts

Tax deductible receipts will be issued at the donor’s request. The receipt will only list a summary of the items donated. The library will not place a value on the donation receipt. Determining the value of any donation will be the responsibility of the donor.

Returns

All donations to the library are considered final and will not be returned to the donor.

This policy was reviewed and approved by the Board of Trustees at the October 14, 2026 meeting and replaces all other related policies.

Previous revision (2025, 2024,2021)