

Donations Policy

Leach Public Library

Gifts of Materials

The Library gladly accepts donations of books and A/V materials, with the understanding that they are subject to the same criteria for inclusion in the collection as purchased materials. The Leach Public Library reserves the right to accept or dispose of any gift through transfer to another library, transfer to the Friends of the Library organization for inclusion in their sales or for charitable donations, or to discard them. The library will not provide a valuation of donated materials for tax purposes.

Items that will not be accepted for donation include: items that are moldy or foul-smelling, items that are visibly water damaged, and items in poor physical condition.

Monetary Gifts

The Library accepts monetary donations without conditions on their use or for projects previously approved by the Board. Donations will also be accepted for the purpose of purchasing library materials consistent with the Library's Selection Policy.

Public acknowledgement of monetary gifts is at the discretion of the Library Board.

Memorials

The Library actively encourages donations as memorials and as tributes to living individuals on special occasions. Such acts provide the Library with an opportunity to add materials or equipment which it might not otherwise be able to afford. These donations also provide individuals with a rich opportunity to honor loved ones with a lasting statement of admiration and respect.

Except in rare circumstances, memorials and tributes are accepted in the form of monetary donations. The Library will make every effort to honor the donor's wishes regarding the selection to be purchased. However, the final decision rests with the Library in accordance with its needs and selection criteria.

Bookplates will be placed in items purchased with memorial and tribute gift funds. Each bookplate will record the honoree as well as the donor. The Library will send letters to notify all parties of the gift.

Miscellaneous Gifts

The decision as to the acceptance of furnishings, appliances, and equipment shall be made by the Director on the advice of the Library Board. Criteria influencing the decision include need, space, impact on staff, and expense and frequency of maintenance.

The decision as to the acceptance of all other gifts not previously addressed in this policy shall be made by the Director on the advice of the Library Board.

Adopted by Library Board May 15, 2014