GIFTS AND DONATIONS

The library boards and staffs will encourage the giving of money to the libraries, as endowments, bequests, gifts in memory of or in honor of someone, or as unspecified donations. No limitations or conditions attached to a gift will be accepted unless approved by action of the appropriate library board.

Gifts of tangible property other than library materials will be accepted with the approval of the library board.

New books or materials may be donated to the library as memorial/honor gifts with the agreement of the librarian that the material is suitable to be added to the collection. Book plates will be attached. After making the item available for inspection by the donor and the family of the honored person, it will be subject to the same restrictions and procedures applied to regular library materials, including circulation, evaluation, withdrawal and disposal. Book plates will be removed at the time the item is removed from the library's collection when appropriate.

Used books and other materials will be accepted by the libraries on the condition that the librarian has authority to use and/or dispose of the materials in the manner deemed most appropriate and beneficial to the library.

The library staff may not appraise gifts or attach a value to a donation for tax-deduction purposes. Upon request, an acknowledgement statement will be completed and supplied to the donor (see attached).

Approved by:
Regional Board  11/22/88
Revised:  Jun 26, 2006