

LEANNA HICKS PUBLIC LIBRARY DONATION AND GIFT POLICY

Revised: March 17, 2011

Approved: March 17, 2011

1. All donations must be outright and unconditional. Donations cannot be returned.
2. All donations will be the responsibility of the Library Board of Trustees.
3. Donated books, recorded books, CDs and DVDs may be added to the library's collection, placed on the library Book Sale shelves or transferred to other local agencies. All donations must be clean.
4. Items chosen to be added to the library collection will be the decision of the library director.
5. Monies from book sales will be added to the library's building fund.
6. Monetary donations will be deposited in the library's building fund.
7. The library can provide receipts for gifts in the following cases:
 - Cash or check donations: A receipt will be sent in the form of a letter stating the amount donated.
 - Books, CDs and DVDs: A receipt stating the type of donation will be mailed to the donor. It will be the donor's responsibility to assign monetary value.
8. The library may accept in-kind donations of merchandise coupons or complimentary admissions in support of Library programs. These donations will be acknowledged in writing by the Youth Services Librarian.
9. The Library Board of Trustees or the library employees may not make any promise to a donor, nor expect any favoritism from a donor, nor agree to any donor directed changes in the vision, policies, services, collections or programs of the library as a result of a solicitation or contribution.
10. Other than local history donations* only items mentioned in this policy can be accepted currently by this library.

*Local History donations: see Historical Gift and Donation Policies and Forms