

Presque Isle Community Library	
Title:	Donations and Gifts Policy
Original Adoption Date:	September 15, 2015
Suggested Review Cycle:	Every 5 Years
Revision Date(s):	June 14, 2016

PURPOSE: To define the types of gifts or donations accepted by the Presque Isle Community Library.

POLICY: The Presque Isle Community Library gladly accepts donations of money or materials that will improve library services for our community. Gifts are accepted (except as stated below) by the Library Director and become library property.

GUIDELINES:

What types of gifts are accepted?

1. Monetary - Although our main fundraising arm is the Friends of the Library (FOL), the library accepts monetary donations to be used to purchase items needed by the library. Specific purchase requests made by a donor will be honored whenever possible.
2. Books or other library collection materials - Our library accepts books or material donations with the understanding that they will be considered for addition to the collection by the Library Director, prior to the donation, in accordance with the Collection Development Policy. Books that do not meet the selection criteria are placed in our Friends of the Library used book sale or disposed of at discretion of the Library Director.
3. Gifts in memory/honor - Memorial gifts of books or monies to purchase new items are accepted. Recognition will be placed inside the materials indicating the donor's and honored individual's names. If memorial material becomes outdated for library purposes, as stated in the collection development policy, the Library Director will replace the item with appropriate materials.
4. All gifts are tax deductible. A receipt for donation of materials will be provided upon request. The library does not place a financial value on materials received.
5. Nonmonetary gifts are accepted and given to the library without restriction. All gifts may be utilized, sold or disposed of in the best interest of the library.

What types of gifts are not accepted?

The library encourages and appreciates donations; however, due to our limited space we cannot accept:

1. Reader's Digest Condensed books
2. Back issue of monthly or quarterly magazines older than 6 months
3. Back issue of weekly magazines more than 3 months
4. Outdated textbooks
5. Newspapers
6. Any damaged materials, including those exposed to mold, water or smoke
7. Artwork

In case of capital equipment, acceptance of donations is up to the discretion of the Board of Trustees.