

CRAWFORD COUNTY LIBRARY

Policy Manual

Policy No. 402

Subject: Gifts

1. The Crawford County Library accepts gifts of money, books, pamphlets, periodicals, videos and audio cassettes and the like with the understanding that no conditions may be imposed relating to any gift, including its disposal once its useful life is over. Gifts of books and all other materials will be received subject to the same standards and principles of selection as are applied to all materials added to the Library's collection.
2. All materials in the Library's collection will be displayed, circulated, or made available for use in a manner consistent with its facilities, good library practice, and the needs of the public.
3. It is to be understood that the Crawford County Library has full authority as to when, where and how any gifts of materials are displayed or used.
4. A library that is used extensively by the public sustains losses through theft, mutilation, and ordinary wear. The Library cannot guarantee that any gift will be part of the collection permanently.
5. All gifts of materials must be in a usable physical condition.
6. The Library will not accept materials which are not outright gifts.
7. The Crawford County Library reserves the right to accept or discard, at its discretion, any unsolicited material sent to the library.
8. The Library encourages and welcomes cash gifts, endowment funds and bequests for purchasing books (in general or in specific areas), other library materials and equipment for improving the library facilities, or for the benefit of the library staff.
9. Appraisals: The appraising of a gift to the Library for income tax purposes is the responsibility of the donor. The Library, as an interested party, to protect both its donors and itself, will not appraise gifts made to it. The Library will acknowledge receipt of the materials on a standard receipt form stating number of titles given.
10. The purchase of a memorial book may be made for minimum of \$15.00 or \$25.00 when also requesting a name plate tribute on the library's memorial plaque. Donors are welcome to suggest a subject area. If a specific title is requested, the donor will be asked to pay the full purchase price plus \$10.00 with a memorial plaque tribute. A proper acknowledgement will be sent to the family that a book has been purchased, a memorial plate will be placed in the book, a name plate added to the memorial plaque (where applicable) and a card will be added to the memorial drawer. Book title and name of the donor will appear in the library news in the local newspaper. Books must be purchased from the library. Donations can be used as memorials with the Library Director's approval.

ADOPTED: November 14, 2000
REVIEWED: October 12, 2006, April 10, 2008
AMENDED: October 12, 2006, April 10, 2008