

Whitehall Public Library Policies

Title	Gifts and Donations
Date Approved	3/10/2010
Amended	1/6/2016
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Purpose:

A gift given to the Whitehall Public Library is one that can be enjoyed by the community for years to come.

Statement of Policy:

Monetary Gifts-

Monetary gifts to the Library will be utilized to purchase materials or equipment, support Library programs, or in other ways that the Board deems appropriate. Recognition of these gifts will be at the discretion of the Library Board of Trustees.

If monetary gifts are offered with specific restrictions, including endowment funds, Board approval of such restrictions is required before such monetary gifts are accepted.

Gifts may serve to honor or memorialize a donor, family member, or friend, and at the same time will contribute to the cultural enrichment of the community.

Sponsorships-

The Library welcomes sponsorship of programs, projects and events from individuals and groups including, but not limited to, businesses and service organizations. Sponsorships must be approved by the Library Board.

Donations-

The Whitehall Public Library will accept donations of used books, audio books, music CDs, DVDs, puzzles and games on a year-round basis.

Items not retained for the collection may be sold as part of the Library Book Sale. Material is evaluated based upon the Library's collection development standards. Selection decisions for donated material are at the discretion of the Library staff only.

Once donated items are received by the Library, they become the property of the Library and cannot be returned, regardless of collection decisions.

The Library will NOT accept the following donations:

- Encyclopedias
- Reader's Digest Condensed books
- Textbooks
- Magazines
- Books that have been stored in a basement or attic that may be dirty or musty.
- Books that are very old or damaged in any way.

Library staff will provide a signed and dated receipt for tax purposes; however, the Library is prohibited from placing a monetary value on any donated material.