

Carlock Public Library District Donations/Gifts Policy

| Carlock Public Library District | |
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| Policy Title | Donations/Gifts Policy |
| Draft or Final | FINAL (2025) |
| Date Created | May 2022 |
| Review Frequency | 3 years |
| Next Review | 2028 |
| Date Reviewed/Approved | 5/1/25 Policy Committee; 5/20/25 Board of Trustees; 6/9/22 Policy Committee; 6/22/22 Board of Trustees |

Note: Please see the History Collection Policy for additional information regarding historical donations.

Summary

The Carlock Public Library District is grateful for gifts, and our library has been enriched by donations of materials and contributions. Through donors, the library has been able to acquire items and materials which could not have been purchased otherwise. For all donated items, consideration is given as to the wishes of the donor; however, the type of recognition provided and the location, disposition, handling or display of the article are with the discretion of the library director with the support of the Board of Trustees.

Donation of Books and Audiovisual Materials

In accepting a gift of materials, the library reserves the privilege of deciding whether items donated should be added to the collection. The Carlock Public Library District accepts donated books and audiovisual materials with the understanding that items which are useful to the library collection will be retained and other items will be disposed of in whatever manner the library director deems suitable.

The library is not able to accept items in poor condition or the following:

- Dirty, musty, mildewed, damaged, or items with an unpleasant odor
- Books or audiovisual materials over 20 years old.
- Encyclopedias of any kind or on any subject, regardless of the date of publication.
- Textbooks of any kind or school workbooks
- Reader's Digest Condensed books, regardless of the date of publication
- Videocassettes
- Books on cassette
- Music CDs not in their original cases
- Magazines

- Stationary or craft items

Donation of Art Objects and Other Types of Materials

Although such gifts are usually welcomed and valued, final decision on their acceptance rests with the library director. The library has the right to determine retention, location, and disposition of the items donated. Items may or may not be displayed.

Monetary Donations

The library welcomes monetary contributions in the form of cash or check. The library will attempt to honor the donor's wishes for use of the donation.

Although it is unlikely, there may be an occasion in which restrictions set by a donor make it impossible for the library to accept the contribution. All donations are subject to the approval of the library director with the support of the Board of Trustees.

Use of Gifts

All gifts are accepted with the understanding that it may someday be necessary to sell or dispose of them. The library cannot commit itself to perpetually housing a donation. The library director, with support of the Board of Trustees, will determine the item's dispensation based on its usefulness, desirability, space requirements, and cost of maintenance.

Income Tax Statements

The library cannot appraise the value of a donation of materials or art. The library can, upon request, provide a donation receipt form with the date, number and type of items donated.

Restriction

No donation can be accepted unless it is given to the library without restrictions unless the Board of Trustees has specifically adopted an agreement to do so. All gifts may be used, sold, or disposed of in the best interest of library, as determined by the library director with the support of the Board of Trustees. Donations are accepted only if, in the opinion of the library director and Board of Trustees, they are in the best interest of the library.