

Donations

Gifts, Donations and Bequests

The Library Board encourages and welcomes gifts, endowment funds and bequests. The Library Board desires to respect the wishes of the donors for how the gift of money will be used. However, the Board will reserve the right to use the gift to best serve the needs of the library.

Donor Wall

To qualify for a place on the donor wall a gift of \$1000 or more will be accepted. Please include name, address, phone number and desired plaque inscription with your donation.

Appraisal of Gifts and Donations

The appraising of a gift or a donation to the Library for income tax purposes is the responsibility of the donor since it is the donor who requires an appraisal, not the Library.

Donated Items

All non-monetary donations will be considered by the library staff and/or Library Board. The library staff and/or Library Board will reserve the right to accept or reject any donation for any reason. Items accepted, including books and DVD's may be sold at the Friends of the Library book sale. Accepted materials and books should be current, and no more than 3 years old (see Books and Items).

Gifts to Library Staff

Individual Library staff cannot accept valuable gifts or any form of currency for the services they provide as library staff. Appreciative patrons are encouraged to make contributions to the library as a whole, or provide a gift that all staff can enjoy equally. This policy is to ensure that staff will treat all members of the public equally, and that no preferential treatment is shown or expected.

Receipts

The Library can provide receipts for gifts only in the following cases:

- Cash or check donations: a receipt will be sent in the form of a letter stating the amount donated.

Donations

- Gifts of Appreciated Assets: a receipt will be sent in the form of a letter describing the assets. The donor is responsible for assigning and documenting monetary value for tax purposes.
- All other donations: a receipt will be given only at the time of the donation, if requested. The receipt will list the number and type of donation only. The donor is responsible for assigning and documenting monetary value for tax purposes.
- The Library cannot give receipts for previously donated material.

Books and Items:

- Recent (within 3 years) hardcover fiction in good condition
- Recent (within 3 years) hardcover non-fiction on timely or popular topics (diets, cooking, political, biographies, bestsellers)
- Paperback fiction in very good condition
- Children's books in very good condition
- Videos and audios in good condition

Please note that books and items not used in the library collection will be given to the Friends of the Library for their book sale. We do not accept Magazines or any outdated technology, such as auto and video cassettes, encyclopedias or text books.

Monetary Gifts:

Monetary gifts are always welcome. Enhancements, programs and technology are ongoing needs of the library and financial support is always appreciated. Please speak with the Library Director or Staff to find out how you can donate.