

Donations Policy

Purpose

This policy provides guidance for those wishing to make a financial or material donation to the library and outlines the library's responsibilities in receiving gifts.

Financial Donations

The library greatly appreciates any monetary donation from individuals or organizations in our community and will use all donation funds to support library programs, materials, and services to the public. If a donor wishes to designate funds for certain materials or projects, the library will honor those requests when possible.

Material Donations

The library will accept donations of books and other library materials, whether used or new, that are in good condition. Those interested in making material donations should bring items to the circulation desk of the library. Staff will assess items for cleanliness and acceptability according to our existing Collection Development Policy for inclusion in the library's regular collection. Items that cannot be added to the collection will be given to the Friends of the Library Book Shop, whose proceeds benefit library programs and services. Upon request by the donor, the library will provide a tax receipt for any material donations verifying the number of items received but cannot attest to the value of any material donation. The library reserves the right to refuse materials that are not acceptable for the collection or the bookshop.

Those wishing to donate equipment, furniture, or artwork to the library should speak with the director to determine whether such items are needed and fit with the library's existing mission and aesthetic. Any of these donations accepted by the library will be labeled with a plaque recognizing the donor. Gifts of equipment, furniture, or artwork become the property of the library, which will determine the location and retention of the donation; however, the library will make a good faith effort to honor the wishes of the donor in these matters. The library cannot accept temporary loans for equipment, furniture, or artwork. In the case that the library wishes to relinquish a previous donation, the library may attempt to contact the original donor to ask if they would like the item(s) returned.

Memorial Gifts

Those wishing to make a material donation in honor of another person may donate to the memorial book fund. The library will make every effort to purchase specifically requested titles or types of books based on availability and will place bookplates in the material. The library maintains a permanent and publicly accessible record of all memorial gifts that lists the person honored, the library materials donated in their name, and the donor's name.

Updated and approved 2026