

## Donations Policy

Updated 4/23/22

The Rockwell Falls Public Library welcomes gifts of books, materials, equipment, and money. The Library reserves the right to refuse any gift that the Board of Library Trustees, in its sole discretion, deems to be not in the best interests of the Library to accept.

If a gift is accepted by the Library, the gift shall be final. No restrictions on the Library's ownership, possession, use, or disposition of the gift shall be effective other than those approved by the express vote of the Board of Library Trustees.

### **Materials:** Books, CDs and DVDs

- The library *only accepts materials which are clean and in working order.*
- New bestsellers are especially useful.
- When the library is closed, donations may be left on the benches on the *front* porch. Please do leave donated materials at the back entrance up the handicap ramp, as they can get wet during inclement weather.
- We are unable to accept all books donated. We are a small library with limited space. We will keep what we deem appropriate for our collection. Donated books that we do not use will be recycled or set aside for our book sale.
- The library does not shelve, house, or catalog donated materials separately. The materials accepted will be shelved in the appropriate general collections.

### **Recognition gifts:**

- The Library welcomes monetary gifts for purchase of materials for the collections given in recognition of individuals or organizations. The library cannot always accommodate a donor's specific title or subject preference. Book are chosen which fit into our community collection based on circulation statistics.

### **Real estate or other personal property:**

- The Library will accept gifts of real property that support the mission of the Library. Such offers will be handled by the Director, who in consultation with the Board of Trustees will determine the suitability of the gift and the terms of acceptance compatible with the Library's mission and policies, the donor's intent, and applicable laws.

### **Valuation of Non-Monetary Donations:**

- Upon request, the Library will provide written acknowledgement of gifts; however, the staff does not appraise or provide valuations of gifts for tax deduction or other purposes. The establishment of the gift's value is the responsibility of the donor.