



## **Donations Policy**

-Board Approved 04/08/02

Manchester District Library exists for the use and enjoyment of all members of the community. Interest and support from the public are greatly appreciated. The library uses the following guidelines in accepting donations.

### **Money**

Monetary donations can be undesignated or they can be designated to be used for the purchase of books and AV materials. The donor may not specify that specific titles be purchased. Monetary donations may be made for other specific purposes only when the project has been approved by the library board.

Monetary donations can be made in memory of or in honor of an individual. The library will place "In memory of" or "In honor of" plates in books when requested. Prior notification that the family is suggesting donations to the library is helpful.

Monetary donations to the library may not be solicited by anyone not specifically authorized to do so by the library board.

Donors may ask for a receipt from a staff member in the library. If making a donation by mail, donors may request that a receipt be sent with the usual thank you letter.

An engraved brass plate may be added to the library donor's plaque for significant gifts of \$2000. or more.

### **Books and AV Materials**

The library accepts donations of books and AV materials with the understanding that the library does not promise to add materials to the collection. Some materials will be added to the collection or used to replace worn copies in the library's collection. Some materials may be sold

by the library or by the Friends of the Manchester District Library. In a few cases, materials may be discarded.

In general, book plates are not placed in donated books added to the collection.

Although the staff is not able to affix a value to donated materials for tax purposes, the donor may request a receipt stating the number of items donated.

The library does not accept the following materials:

- Magazines (including National Geographic Magazine)
- Readers Digest Condensed Books
- Encyclopedia sets more than 5 years old
- Moldy, damp, or insect infested materials
- Materials made in violation of copyright laws

### **Other Items**

Due to lack of space, the library does not usually accept donations of any other types of items including furniture and art work.