Board Approved: \_\_\_\_8/23/23\_\_\_\_\_

 Reviewed: \_\_\_\_8/23/23 \_\_\_\_\_

 Revised: \_\_\_\_10/2019\_\_\_\_\_\_

**Ionia Community Library**

**Gifts and Donations Policy**

The Ionia Community Library Board of Trustees encourages donations to the Library which will further the mission of the library. Such donations are managed in accordance with the Library’s policies. Gifts shall meet the same selection criteria as purchased materials. The Library retains unconditional ownership of all donations and makes the final decision on acceptance, use, or disposition.

**Monetary Donations**

The library accepts monetary donations without conditions on their use for projects previously approved by the Board.

The Library accepts monetary donations for the purpose of purchasing Library materials consistent with the objectives of the Library collections. When the Library receives a cash gift for the purchase of materials, the general nature or subject area of materials to be purchased will be based on the wishes of the donor. The library director, in accordance with the needs and selection policies of the library will make selection of specific titles. Efforts will be made to honor specific title requests, however these requests may be denied based on the needs of the library.

**Donation of Library Materials**

The Library accepts books and other materials as donations with the understanding that they may be disposed of in a manner most convenient to the Library if the materials are not added to the collection. Means of disposing include sale, donation to other institutions and when necessary, discarding. The Library issues receipt of items donated upon request but does not establish a monetary value for the donation. The decision to add a particular item to the collection rests with the Library Director.

Materials with the following conditions will not be accepted:

* Moldy/musty, with strong odor or water damaged
* Dirty (greasy, food stained, insect infested, etc.)
* Marked significantly by pens, pencils, crayons, markers or highlighters
* Physically damaged (i.e. have broken bindings, loose or torn pages, damaged covers or damaged cases)

The Library is unable to accept:

* Textbooks/Medical books
* Condensed Books (for example, Reader’s Digest Condensed Books) or abridged audiobooks
* Nonfiction titles over 5 years old
* VHS tapes, audio tapes or CDs

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**Donations of Decorative or Display Objects**

Criteria for accepting gifts

The following points must be considered by the Library Director and Trustees before accepting a gift of this kind:

1. Does it conform to the architecture of the building?
2. Will it fit comfortably into the space available?
3. Does it make optimum use of the space?
4. Is the object appropriate for the Library objectives?
5. What is the cost in accepting the gift, including cost of insurance, restoration, display, maintenance, storage?
6. Is it generally acceptable to the Board?

No gift will be accepted by the Library unless it is freely given to the extent that the Library may:

1. Dispose of gift as it sees fit.
2. Store or move the gift.

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