

SUBJECT: DONATION POLICY

1. **PURPOSE:** To clarify the decision-making process as it applies to the acceptance of donated library materials in order to facilitate a consistent approach to collection development.
2. **SCOPE:** This policy covers the criteria to be used in the collection of materials that are donated by the community in order to foster lifelong learning and enjoyment to all residents of Readlyn and the surrounding area in a caring and financially responsible way.
3. **GENERAL:** The Readlyn Community Library's mission is to promote reading and provide access to materials in formats to meet resident's informational, cultural, educational and recreational needs.
4. **RESPONSIBILITIES:**
 - a. Library Board of Trustees will:
 - i. Develop and approve the library Donation Policy in partnership with the Library Director
 - b. Library Director will:
 - i. Develop Donation Policy as necessary
 - ii. Ensure all staff and volunteers are informed of Donated Materials Policies and/or Procedures
 - iii. Monitor and evaluate library adherence to the Donation Policy
 - iv. Be familiar with the Library Bill of Rights and Freedom to Read Statement
 - c. Library Staff will:
 - i. Be aware of Donation Policies and/or Procedures
 - ii. Follow policy guidance to their best ability and ensure their actions are safe, professional, and within library standards
 - iii. Be familiar with the Library Bill of Rights and Freedom to Read Statement
 - iv. Report positive/negative policy observations to the Director
5. **MATERIAL SELECTION:**
 - a. Responsibility for the acceptance of donated materials:
 - i. The ultimate responsibility for acceptance of donated library materials rests with the Library Director. This responsibility may be shared with other members of the library staff; however, because the Director must be available to answer to the library board and the general public for actual selections made, the director has the authority to reject or select any item contrary to the recommendations.

- ii. Challenged materials which meet the Criteria for Selection in the Materials Selection Policy will not be automatically removed under pressure. Review of a challenged item will be conducted as outlined in the reconsideration policy
- b. Acceptance Criteria:
 - i. Donated materials must be free of mold, yellowed pages, markings or other physical damage, including but not limited to smelling of cigarette smoke, mold or mildew and/or animals.
 - ii. Textbooks, condensed books, periodicals, and encyclopedias are not accepted.
 - iii. Donated materials must meet criteria for selection in the Materials Selection Policy.
 - iv. Donations for the purchase of library materials may be given in honor of or in memory of a friend or loved one or one may purchase one of the books the library has available for this purpose. A recognition book plate is placed in the purchased material. The Library will work with the donor to select appropriate titles in accordance with the Materials Selection policy of the Readlyn Community Library. The duration of such recognition is not guaranteed in the event the material is withdrawn from the Library collection.
 - v. Addition of a book to the library's collection in no way represents an endorsement of any theory, idea, or policy contained therein.
 - 1. The library will make every effort to maintain neutrality in the selection process and provide materials offering a variety of viewpoints.
 - vi. All materials become the property of the Library and may be disposed of at the discretion of the Library.

6. MONETARY DONATIONS:

- a. Monetary donations may be designated for a specific purpose upon approval of the Library Director and Library Board of Trustees. Suggestions from donors are welcome and will be considered, but ultimate decision-making will rest with the Library Board of Trustees and the Library Director.
- b. Donations greater than or equal to \$2000 may be recognized within the Library by means of placard display if the donor so wishes. The duration of such recognition is not guaranteed in the event of demolition or functional changes within the Library.
 - c. A gift to the Library may represent a tax deduction for the donor. The Library staff cannot, however, provide the prospective donor with an appraisal of any gift.