

Presque Isle Community Library	
Title:	Donations and Gifts Policy
Original Adoption Date:	September 15, 2015
Suggested Review Cycle:	Every 5 Years
Revision Date(s):	March 08, 2022

PURPOSE: To define the types of gifts or donations accepted by the Presque Isle Community Library.

POLICY: The Presque Isle Community Library gladly accepts donations of money or materials that will improve library services for our community. Gifts are accepted (except as stated below) by the Library Director and become library property.

GUIDELINES:

What types of gifts are accepted?

1. Monetary - Although our main fundraising arm is the Friends of the Library (FOL), the library accepts monetary donations to be used to purchase items needed by the library. Specific purchase requests made by a donor will be honored whenever possible.
2. Books or other library collection materials - Our library accepts books or DVDs which are within 2 years of release date or are books, audio books or DVDs in high demand which can be used to supplement our library collection or can be placed in the Friends of the Library year-round inside book sale.
3. Gifts in memory/honor - Memorial gifts of books or monies to purchase new items are accepted. Recognition will be placed inside the materials indicating the donor's and honored individual's names. If memorial material becomes outdated for library purposes, as stated in the collection development policy, the Library Director will replace the item with appropriate materials.
4. All gifts are tax deductible. A receipt for donation of materials will be provided upon request. The library does not place a financial value on materials received.
5. Non Monetary gifts are accepted at the Library Director's discretion and given to the library without restriction. All gifts may be utilized, sold or disposed of in the best interest of the library.

What types of gifts are not accepted?

The library encourages and appreciates donations; however, due to our limited space we cannot accept:

1. Reader's Digest Condensed books
2. Magazines
3. Outdated textbooks
4. Newspapers
5. Any damaged materials, including those exposed to mold, water or smoke
6. Artwork

Puzzles: we accept Jigsaw puzzles in good condition for our take one, leave one shelf. Puzzles are not circulated.

In case of capital equipment, acceptance of donations is up to the discretion of the Board of Trustees.