

## **Alexandria-Monroe Public Library Gift and Donation Policy**

The Alexandria-Monroe Public Library accepts gifts and donations in accordance with the following policy:

### **MATERIALS**

The library welcomes donations of new and used books, audiobooks, videos and DVDs, and similar materials. Items will be added to the collection in accordance with the selection policy of the library. Once donated, items become the property of the Alexandria-Monroe Public Library and may be sold, traded, or discarded if they are not added to the collection. The donor may place no conditions on the donation and the library will not accept items with such conditions. Donated items will not be returned to the donor, and the library will not accept any item that is not an outright gift. Once a donated item has been added to the library collection, it is subject to all other library policies and may be discarded according to the policy on withdrawal and disposition of library materials.

### **TAX DEDUCTION BENEFITS**

The library will provide a general receipt of donated items on library letterhead for purposes of obtaining a tax benefit, but is unable to set fair-market or appraisal value. Donors are solely responsible for establishing fair-market value or seeking professional assistance with appraisal value of items being donated in order to obtain a tax benefit.

### **DELIVERY OF MATERIALS**

Delivery arrangements must be made in advance with the Library Director where bulk donations consisting of more than one standard box measuring 22" l x 18" w x 12" h are being donated. The library will not accept unboxed bulk donations. The library cannot guarantee staff will be on hand to assist with the delivery of materials. The library reserves the right to refuse donations that are in poor condition, that are not in accordance with the established selection policy or when storage is an issue.

### **MONETARY AND MEMORIAL GIFTS**

Monetary gifts and memorial contributions are particularly welcome. Funds donated will be used to support library programming efforts or to purchase items in accordance with the selection policy of the library. Materials purchased with memorial contributions will be identified with special donor plates. Notification of memorial contributions will be sent as per the donor. Suggestions for subject areas or other areas of interest are welcome and will be followed to the extent that such items meet the library's selection policy and collection needs. All persons or entities wishing to make monetary and/or memorial gifts must be referred to the Library Director.

### **CAPITAL GIFTS**

Acceptance of donations of equipment, real estate, stock, artifacts, works of art, collections, etc., will be determined by the library board based on their suitability to the purposes and needs of the library, laws and regulations that govern the ownership of the gift, and the library's ability to cover insurance and maintenance costs associated with the donation. All persons or entities wishing to make capital gifts must be referred to the Library Director.