

Martin Public Library

Gifts and Donations Policy

The Martin Public Library welcomes gifts and donations to help meet the needs of its patrons. Gifts and donations may be non-monetary, such as books, artwork, or craft materials, or monetary. The library will provide the donor with a written acknowledgment of the gift.

Non-Monetary

In deciding to add any gift materials of any nature to the library, the same criteria is applied as is used in selection of new books and materials. Other criteria to be considered are duplication of materials already available in the collection, physical condition of material, and copyright date. The library has the right to refuse any material which does not fit selection criteria.

All gifts and donated materials become the property of the library. The library will use or dispose of gifts to best fit community needs. Materials which do not fit into the established collection or those that duplicate materials already in the collection may be placed in Friends of the Library book sales to raise funds for library needs.

The library employees will not value gifts. Receipts, providing a count of donated items but not evaluating them, will be provided if donors request them. The library will also have available a handout explaining our policy and containing a list of preferred donations.

Monetary

Monetary gifts can be made at any time and may be in memory or honor of an individual or simply a gift to the library. The gifts may be sent either to the library or to the foundation. The donor's intent will be clarified by library staff.

Adopted by the Martin Public Library Board of Trustees January 25, 2021

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