

POLICY

Subject: Gift Materials
Adopted: March 9, 1996
Amended: March 9, 2021
Reviewed: March 13, 2023

The Dickinson County Library will accept gift materials based upon the following policy:

Gifts of materials may be added to the collection subject to the same principles and standards of selection as are applied to all materials added to the library's collection. Gifts shall have a "no strings-attached" policy, which means the library may dispose of any material that does not meet the stated standards of selection.

A designated staff person will preview gifts and inform the donor of such policies. If the donors still wish to make the donation, they will understand that if the library cannot use or already owns the materials, the donation(s) will be placed in book sales conducted by the Friends of the Library.

The Dickinson County Library gratefully acknowledges receipt of donated gift items upon which the donor has placed a value of \$_____. The Library is unable to appraise items for income tax purposes. This form will serve as proper receipt for the donation. Upon signature of this form, the terms of this policy shall be considered an agreement.

Thank you.

Date: _____

Patron wishes to remain anonymous _____

Received:

_____ Hardbound Titles
_____ Paperbound Titles
_____ Other (Please specify)

Donor Signature

(Please print name)

Address

Employee Signature