

Gifts

All material in good condition offered to the library is accepted. Only those, which meet the criteria of the selection policy, are added to the collection.

A person, company or organization that makes a donation and requests acknowledgment is given a receipt. No monetary value is placed on donated materials.

Material received as gifts are inspected and proper disposition made of them.

Material the library decides to keep will be properly cataloged and added to the collection. When appropriate, a bookplate will note that a person, company or organization donated the material.

Material the library decides not to keep is offered to the Friends of the Library for disposition.

Money given for the purchase of materials with or without designation is processed through normal procedures unless the donor wishes the money to be used for a specific type of material. Money so received is kept separate in the Gift Fund.