

Gifts & Donations Policy

Policy Statement

The Harrison Public Library welcomes gifts and donations that will promote the library's mission, programs and services. Through donors the library has been able to acquire materials and fund activities which could not have been purchased otherwise.

Regulations

1. HTPL makes the final decision on acceptance, use or disposition of all materials, donations or gifts and retains unconditional ownership of same.
2. Checks shall be made payable to the Harrison Township Public Library. In no event shall a check be made payable to an individual who represents the library in any capacity.
3. Appraisal of non-cash donations are the responsibility of the donor.
4. Gifts to the library, a governmental unit, may qualify as a tax deduction; the donor will have to consider his or her particular circumstances for the specific effect and should consult with his or her tax advisor.
5. Library Materials
 - A. When the library receives a cash gift for the purchase of materials, whether as a memorial or for any other purpose, the general nature or subject area of the materials to be purchased will be guided by the wishes of the donor. The library staff, however, will choose specific titles and retain the right of final decision.
 - B. The staff will consider donated materials for possible addition to the library's collection using the same selection criteria as purchased materials. Materials not added to the collection or gifts that the library determines not suitable to accept shall be deemed to have no value to the library and may be discarded or given away, for example to the Friends of HTPL for its used book sales.
 - C. The Library urges book donations be left when the library is open. Books left anonymously automatically become the property of the library to do with as it sees fit.
 - D. Our library cannot use certain items that fall into the following categories:
 - i. Books in poor condition that are worn, torn, or dirty
 - ii. Outdated books with content that is no longer accurate or current
 - iii. Encyclopedias (except the very newest printing)
 - iv. Reader's Digest and condensed volumes
 - v. Magazines
 - E. Special collections and memorial collections will not be shelved as separate physical entities. Such collections will be considered only with the understanding that, if accepted, they will be integrated into the general collection. The only form of commemorative identification will be a bookplate.

6. Donor Recognition

- A. The library will provide written acknowledgment to the donor which clearly describes the nature of the gift.
- B. A customer wishing to donate a memorial or honorary book to our library collection may ask for appropriate title and subjects from one or our librarians. The book will be purchased by our library purchasing staff upon receipt of the amount needed for purchase. A bookplate will be placed in the book mentioning the person donating the book, the date, and the person's name in whose memory or honor it was given.
- C. Unless anonymity is specifically requested and with full respect for donor privacy:
 - i. Donor names for items other than book sale materials may be published in reports to the board, press, library newsletters or via bookplates.
 - ii. The library may choose to recognize significant contributions of time, talent or money in other ways.

Approved: August 24, 2009. Revised May 21, 2012; revised May 15, 2017. Replaces *Gift Policy* approved: December 7, 2009
Harrison Township Public Library Board of Trustees