



LAKE REGION PUBLIC LIBRARY DONATIONS POLICY

Gifts of Materials

The Lake Region Public Library (Library) gladly accepts donations of books and audiovisual materials year-round with the understanding that they are subject to the same criteria for inclusion in the collection as purchased materials. The Library will not accept donations for the two weeks preceding and following the twice-yearly book sale. The Library reserves the right to accept any donated items as addition to the collection, include them in the twice-yearly book sale, or to discard them. The Library will not provide a valuation of donated materials for tax purposes, but will provide a receipt of donated goods upon request. Material donations are accepted only during business hours.

The Library is responsible for the initial review of all donated materials brought to the Library or otherwise donated for the twice-annual book sale. All donated items remain property of the Library until they are discarded, recycled, transferred to another library or organization, or included in the book sale.

Items that will NOT be accepted for donation include:

- Items that are torn, dirty, or in otherwise poor condition
- Moldy or water-damaged items or items with an odor
- Textbooks
- Encyclopedias (potentially excluding full sets)
- Loose-leaf papers or documents
- VHS or cassette tapes

Monetary Gifts

The Library accepts monetary donations without conditions on their use or for projects previously approved by the Library Board of Directors. Donations are also accepted for purchasing library materials consistent with the Library's selection criteria outlined in the Collection Development Policy.

Memorials

The Library encourages monetary donations as memorials and as tributes to living individuals on special occasions. Such acts provide the Library with an opportunity to add materials or equipment which it might not otherwise be able to afford. These donations also provide individuals with a rich opportunity to honor loved ones with a lasting statement of admiration and respect. Library staff will make every effort to honor the donor's wishes regarding the selection to be purchased; however, the final decision rests with the Library Director in accordance with the Library's needs and material selection criteria. Gift notations may be placed in items purchased with memorial gift funds if the donor so chooses.



The Lake Region Public Library Foundation accepts substantial monetary gifts, bequests, endowments, and memorial gifts on behalf of the Library.

Miscellaneous Gifts

The decision to accept furnishings, appliances, equipment, and artwork shall be made by Library staff. Criteria influencing these decisions include need, space, impact on space, and expense and frequency of maintenance.

The decision regarding acceptance of all other gifts not previously addressed in this policy shall be made by the Library Director.

Reviewed and approved by the Lake Region Public Library Board 11/06/2024