

## **Donation Policy**

Gifts are a valuable source of enriching the library's service and collection. The Bitterroot Public Library encourages public support of the library by accepting donations, memorials, and gifts in accordance with the following guidelines:

- Donations of monetary gifts are encouraged. Monetary gifts for purchase of specific books or materials will be accepted when the requested purchase is in accordance with the standard, criteria and policy of the library. Monetary gifts designated for new and improved library services are accepted when the requested services are part of the library's plan or when the Library Director approves and determines the feasibility of the proposal.
- Donations of physical materials will be managed by the Friends of the Library to allow library staff to focus on library operations. Items donated to the Friends will be added to the library's collection only if they meet the same criteria required for purchased materials. Items donated to the Friends of the Library that are not added to the library's collection will be sold, with proceeds going to the library, or given away for free. Whenever a gift is no longer needed, it will be disposed of in the same manner as purchased materials.
- Donations of magazine subscriptions must have preapproval of the library director and fit within the library's collection development policy.
- Receipts for donated materials are given to the donor upon request. The receipt shall be given for the number and types of items received. No monetary value will be placed upon gift items by the library; the donor will accept this responsibility.
- Donations of furniture, artwork, or other items are discouraged but may be accepted at the discretion of the director.

Amended 3/2021