

Donation Policy

LeClaire Community Library
LeClaire, IA

Materials Donations

Materials Donations to LeClaire Community Library are greatly appreciated. At the time of donation, the library evaluates donated items to determine if and how they can be best used to meet the library's mission, Collection Development policy and objectives of the Friends of the LeClaire Community Library.

- Material donations will be subject to the library's Collection Development Policy and/or the Friends of the LeClaire Community Library's Donation Policy. Items that are not added to the collection may be forwarded to the Friends of the Library for re-sale to generate funds for LeClaire Community Library services and programs, recycled or disposed of, as applicable.
- Donations accepted:
 - Books in new or "like new" condition with a copyright date within the last 10 years
 - Media materials (DVD, CD, Books on CD) in new or "like new" condition
 - Puzzles
- Donations not accepted:
 - *Reader's Digest*/Condensed "type" books
 - Vinyl records, audio or video cassettes
 - Damaged, moldy or water-marked materials
 - Materials with missing covers or highlighting/handwriting (except author-signed books)
 - Textbooks, magazines, encyclopedias
- Memorials- Donations in the form of memorial books should be coordinated with the library director and are subject to the Collection Development Policy. All library materials purchased with memorial funds will include a special bookplate.
- Valuation- Library staff is not permitted to assess the value of material donations. A *Donation Form* is available at the Circulation Desk which verifies the name of the donor and number (only) of materials donated, not the value. Valuation of material donations is the responsibility of the donor.

LeClaire Library Staff appreciates if patrons wishing to donate items contact the library before dropping them off to confirm that the library currently has space to store the donation. The library asks that the donated items be delivered in small boxes or bags

that can be easily lifted and carried. *Please do not leave donations outside the library after hours or place donated materials in the Book Return boxes.*

The library reserves the right to evaluate, recycle or dispose of donations in accordance with the criteria listed here. Gifts of items which do not accord with the library's objectives and policies may be refused, recycled, or sent to other non-profit organizations such as Better World Books. No conditions may be imposed relating to any item after its donation/acceptance.

Monetary Donations

Monetary gifts are also greatly appreciated, and often help improve existing or create new programs and service. Monetary gifts may be subject to Library Board approval, and cannot include restrictions unless the Library Board of Trustees has specifically adopted a policy to do so. Patrons interested in making a monetary contribution are able to support the library with two different options:

Monetary gifts made payable to the LeClaire Community Library contribute directly to the library's current operating budget to help enhance the library collection or provide programming opportunities for the community.

Gifts made to the Library's Green Tree Library Fund (Friends of the LeClaire Community Library Endowment) contribute to future projects and initiatives to help enhance library services, programs, and capital improvements. Naming LeClaire Community Library as a beneficiary in a will or in a trust should be made to Friends of the LeClaire Community Library Endowment.

Adopted by the LeClaire Community Library Board of Trustees 2/22/12

Revised 5/11/16