

## Donation Policy

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.

### Materials Donations

- 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.
  - 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.
- 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.

Patrons wishing to donate items should 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 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 will be refused or recycled. No conditions may be imposed relating to any item after its donation/acceptance.

### Monetary Donations

Monetary should be made payable to the LeClaire Community Library. All inquiries about naming LeClaire Community Library as a beneficiary in a will or in a trust should be made to the LeClaire Community Library Board of Trustees.

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

