

## PROSPECT LIBRARY DONATIONS/GIFT POLICY

Gifts of books, other useful materials, and non-monetary contributions from individuals or groups which support the Library in its mission to serve the informational, educational, recreational, and cultural needs of the Town may be accepted provided that the following conditions are met:

- 1) Unconditional ownership of the gift is vested in the Library.
- 2) The Library Director or designee makes the final decision on acceptance and disposition of any gift.
- 3) The Library decides the conditions of display, housing, and access to any gifts.
- 4) The Library applies the same selection standards to gifts which govern material selection.
- 5) The Library does not appraise gifts for tax purposes but will give a letter or receipt stating that so many items were given, if requested.
- 6) All donated books, CDs and DVDs must be in new or nearly-new condition. Items that are dusty, moldy, worn, torn or in otherwise poor condition will not be accepted.

### MATERIALS THE LIBRARY CAN USE:

Fiction hardcover and paperback books – 5 years old or newer  
Nonfiction hardcover or paperback books – 5 years old or newer  
Music compact disks – Undamaged, with original case and jacket  
Audio books on CD – Undamaged, with original case and jacket  
Movies on DVD – Undamaged, with original case and jacket

### MATERIALS THE LIBRARY CANNOT USE:

Condensed books (Reader's Digest), Periodicals/Magazines and Newspapers, Textbooks, Audio books and Music on cassette tape, Movies on videotape, Home-taped movies, and Encyclopedia sets older than 3 years.

7) Gifts donated to the library that are not added to the library's collection shall be forwarded to the Friends of the Prospect Public Library Inc., (Friends) for their disposition at a future sale. The proceeds from this sale shall accrue directly to the benefit of the library, in a fashion consistent with accepted library policies and services as determined by the Library Board of Directors. Any items unsold by the Friends of the Prospect Library Inc. may be donated to another organization or discarded.

8) The following will be considered where the Library is offered items other than books:

- a) Is the item appropriate for a public library?
- b) Will the item benefit the Library and the community?
- c) Is there space in the Library to accommodate it?
- d) Is there maintenance involved? If so, how will it be funded?
- e) Does receipt of the item in any way conflict with the town's purchasing policies?
- f) Is it necessary for the Library to use a consultant for expert guidance?

9) The Library will accept gifts of money:

- To support the goals and objectives of the Library.
- In memory of or in tribute to an individual or group.

APPROVED: March 14, 2024  
PROSPECT LIBRARY BOARD  
SUSAN MCKERNAN, CHAIR