



COLLECTION POLICY

Gifts and Donations

The librarian on behalf of the library may accept unconditional gifts, donations and contributions to the library in the form of materials, money, honorariums, or memorials. No gifts or donations conditionally made shall be accepted without the approval of the library director.

- All gifts are subject to the previously stated criteria for standards.
- The library may refuse any material not deemed desirable.
- When gift materials are deemed no longer useful or needed, the library will discard them at the discretion of the library director.
- Collections of books will not be accepted with restrictions which necessitate special housing, or which prevent integration of the gifts into the general library collection.
- A receipt for donated items for tax purposes is available upon request.