

Norwalk Easter Public Library

Subject: Donation Policy

Section: Collections, Computers, & Technology

Board

Approved: February 2003

Revised: May 2019

Next Review: April 2021

DONATION POLICY

Purpose Statement:

Norwalk Easter Public Library appreciates and encourages donations. We acknowledge that donated items often enrich and expand the library's collection.

Guidelines:

- All donations and/or gifts must be legally owned by the donor and free of liens or claims.
- Acceptance of donated materials does not guarantee addition to the collection.
- Donated items, if used for the collection, will be shelved in the regular collection where they are most useful.
- The same guidelines and criteria used to select purchased materials are used to evaluate donations.

Items we will accept:	Items we will not accept:
New and used books	Textbooks
Blu-Rays	Encyclopedias
DVDs	VHS Tapes
Audiobooks on CD	Magazines
Cake Pans	Marked, yellowed, musty, damaged or outdated materials
	Equipment or toys, unless they fit a definite need and have been approved by director, or designee

- If accepted, donations become the property of the library and may be disposed of as the library chooses. Materials donated with special conditions or restrictions are not accepted.
- All items left anonymously will be kept for 2 weeks. The library will try to conclude ownership of item. If no ownership can be established, the item becomes the property of the Norwalk Easter Public Library and is dispensed as needed.
- The library is under no obligation to replace gifts if they are lost, damaged or worn, or to keep them after they have become obsolete or are of no further value to the library.
- If requested, a receipt stating the number of items given is provided; however the library will not assign a dollar value. Value is for the donor to establish.

Memorial and Gifts of Money:

- The library welcomes monetary gifts, bequests, endowments and memorial or honorary contributions; and unless otherwise requested such gifts will be used for collection development, programming or major projects deemed suitable by the Library Board of Trustees.
- Memorial gifts of money for the purchase of library materials may be donated in honor of loved one. Library staff will work with donors to select and purchase appropriate materials in accordance with our collection development policy. If desired, memorial gifts will be marked with special bookplates.

Donation Receipt:

Donor and library employee accepting donation will fill out following form.

I (we) hereby irrevocably and unconditionally transfer to the Norwalk Easter Public Library by way of gift effective now, all my (our) right, title and interest in and to the following object(s) which I (we) own:

Type of Material:	Quantity:
# of Hardbound Books that were donated:	
# of Paperback Books that were donated:	
# of Multimedia Items that were donated:	
# of approved Other Types of Items donated:	

Signed this ____ day of _____ (Month), _____ (Year)

Donor - Please Print Name Signature

Employee Signature Date

Adopted by the Norwalk Easter Public Library Board of Trustees February 10, 2003
 Revised November 14, 2005
 Revised February 16, 2009
 Revised March 9, 2015
 Reviewed and Revised April 10, 2017
 Reviewed May 13, 2019