

# Donations & Gifts Policy

Donations of new or gently used books, DVD's, music CD's, books on cd, and puzzles with all their pieces are always welcome. All donations become the property of the library. The library reserves the right to utilize donated materials in whatever way best benefits the collection. Donated items are examined for their currency, physical condition, and usefulness to the library's collection. Donations may be added to the collection, put on the book sale, passed on to other libraries, or discarded if necessary.

The library does not accept:

- Materials in poor condition (i.e. musty, moldy, damp, falling apart, etc)
- Textbooks
- LP records
- Newspapers
- Pamphlets
- National Geographic Magazines
- Reader's Digest condensed books
- Encyclopedias
- Videocassettes
- Cassettes
- Games
- Puzzles with missing pieces

For tax purposes, the donor is responsible for obtaining an estimate or appraisal of the donated materials before turning the items over to the library. The library is unable to assess the value of donated items.

Making a monetary donation to the library for the purpose of purchasing new material is an excellent means of honoring or remembering a loved one. It would be a unique birthday or anniversary gift, or a long-lasting memorial of a deceased person. In order for an appropriate item to be purchased, suggestions of subjects of interest to the honoree should accompany the donation. Any item that is purchased can have a bookplate affixed which indicates the person being honored and can list the name of the donor.

Due to staffing limitations, the library is unable to pick up donations of materials.

This policy approved by the Clear Lake Public Library Board of Trustees on November 7, 2023.