



HAMILTON EAST PUBLIC LIBRARY

DONATIONS POLICY

Hamilton East Public Library appreciates the generosity of the donors of Library materials and equipment and wishes to establish guidelines to prevent misunderstandings regarding the acceptance of donations. The Library Director or his/her representative(s) reserve the right to make disposition of materials and equipment received. The staff will use its best professional judgment, taking into consideration the same standards that apply to purchased items.

If donated items are added to Library holdings, the Library Director or his/her representative(s) reserve the right to classify, arrange, or locate the items in the manner most in keeping with the Library's needs. The donor may *not* restrict access to, or the use of, donated items. Donated items, once added to the collection, will be subject to the regular retention policies of the Library.

The Library is not allowed to provide appraisal service, suggest value, nor recommend professional appraisers. The Library is also unable to provide lists of donated items.

“Library materials and equipment” may refer to any sort of item that could be used by the public or staff in keeping with the mission of the Library. A blank receipt is available to the donor at the time of the donation.

The Library Board must formally accept gifts with a value of \$20,000 or more. Materials or monetary donations are accepted within the guidelines of the Library's materials selection policy.

MEMORIAL DONATIONS

Money donated to the Library for gift books or memorials are deposited in a legally established gift fund. Items purchased with gift funds become the property of the Library and may be disposed of accordingly.



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Donors may request certain subject matter materials be purchased in memory or honor of their loved one. Library staff can assist in this selection. The Library may accept a donation of a specific book subject to collection development policies. A special label will be placed in each donated book and a memorial card acknowledging the gift to the Library will be sent to the family or friend who made the donation.

Gifts to the Friends of the Library or to units of government, such as the Library, generally are tax deductible; however, it is the responsibility of the donor to check with an attorney, CPA, or financial advisor regarding deductibility.

LOCAL HISTORY DONATIONS

Items of local historical significance may be donated to the Library for the Indiana Room collection. Designated Library staff members have sole discretion in the matter of materials retained for the collection.

Approved by Hamilton East Public Library Board of Trustees