

## Title: Donations and Memorials Policy

Effective Date: 5/1/15

Authorized By: Library Board of Trustees

Date of Last Revision: 10/16/24

The purpose of this policy is to establish guidelines for accepting donations made to the Huntington City-Township Public Library.

### **Monetary Donations**

Individuals and groups may give monetary donations directly to the Huntington City-Township Public Library or to the Friends of the Library. Monetary donations do not entitle the donor to specify the use of the donation except in the case of memorials as outlined in this policy. Donations of \$500 or more for specific projects may be accepted at the discretion of the Library Director.

### **Material Donations**

All donations of materials will be given directly to the Friends of the Library to distribute as appropriate. The Friends of the Library will allow Library staff to select materials from the donations to be added to the Library collection. All decisions on materials will be made in accordance with the Collection Development Policy.

The Friends of the Library have established guidelines for accepting donations. The Friends will not accept the following items:

- Magazines older than 6 months
- "Homemade" recordings of any kind
- Handwritten journals or diaries
- Encyclopedias
- Reader's Digest Condensed Books
- Textbooks
- VHS or cassette tapes
- Pamphlets, leaflets, clippings, newspapers, etc.
- Musty, mildewed, water damaged, or "unsellable" items

Once items are donated they become the property of the Friends of the Library. The Friends of the Library reserve the right to use and dispose of the donated items in the most appropriate way. Common dispositions of items include:

- Addition to the Library collection
- Distribution through outreach events and Read Boxes

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- Incentives for library programs and events, including the Summer Library Program
- Disposition through the Friends of the Library book sale
- Contributions to local charitable organizations
- Disposition through the Better Worlds Books organization
- Made available for recycling

Neither the Friends of the Library nor Huntington City-Township Public Library will be responsible for appraising or documenting donations for the purposes of income tax deductions. Such appraisals are the responsibility of the donor. The Friends of the Library will provide appropriate documentation of the receipt of materials.

### **Other Items**

Items other than books and audio-visual materials may be accepted on a case-by-case basis at the discretion of the Library Director. Once donated, all items become the property of Huntington City-Township Public Library and may be disposed of or distributed as appropriate.

### **Memorials**

Individuals or groups wishing to provide a donation in memory of a specific individual may do so in a monetary form. Monetary donations for materials will allow the donor to specify a subject for materials to be added to the collection. Library staff will determine the best materials to be added to the collection and will determine the most appropriate way to distribute the funds. Requests for specific titles may be made, however Library staff may choose not to select that title based on collection needs. Material memorial donations will not be accepted except at the discretion of the Library Director. Memorial items will receive a book plate with the memorial information and all donors will be recognized on the Library website. Once added to the collection, all memorial items become the property of Huntington City-Township Public Library and may be disposed of or distributed as appropriate.

### **Keefer Center**

Donations of historically significant items and documents may be made to the Keefer Center independently of any of the conditions outlined in this policy. These donations will be accepted on a case-by-case basis at the discretion of the Genealogy Librarian and the Library Director. Once donated all items become the property of Huntington City-Township Public Library and may be disposed of or distributed as appropriate.