

Dixon Public Library District

POLICY AND PROCEDURE HANDBOOK

POLICY TITLE: Donations and Gifts
POLICY NUMBER: 4255

4255.1 The Library District will accept donations and gifts of books, magazines, newspapers, databases, other online resources, DVDs, CDs, and other items (hereinafter called "library materials") so as to enrich and enhance its collections. The District will also accept cash gifts for this purpose.

4255.1.1 The District will, if requested by the donor, acknowledge such donations and gifts in writing. Such acknowledgement will follow general IRS recommendations, and will not in any way provide a statement of value except in the case of a cash gift.

4255.2 The Library District will apply its Materials Selection Policy (Policy 4250) to determine whether or not to accept the donation and gift of library materials. The District reserves the right to decline any donation or gift.

4255.2.1 The District reserves the absolute right to make the final decision on the use of accepted materials and the final disposition of such materials as well as on the use of donated funds.

4255.2.1.1 Such materials may be given to the Friends of the Dixon Public Library for its used book sale, donated to another non-profit or governmental agency, or recycled.

Adopted 01/22/2007