

3.10 DONATIONS POLICY

Gifts of used books, CDs, audiocassettes, VHS, DVDs and other materials in good condition will be welcome. Such gifts will be added to the collection in accordance with the standards ordinarily used by the library in selection of materials. It is understood that these materials may be given to other libraries, or to the Friends of Asotin County Library to be included in their book sales. Proceeds from the Friends' sales are used to assist the library financially.

Donated magazine subscriptions will be made available to patrons in the gift magazine area as space allows and as long as the magazines fit within the standards ordinarily used by the library in selection of materials. Individual issues of magazines may be used to fill in gaps in subscriptions already collected by the library, or may be given away on the free magazine rack.

The library also welcomes monetary gifts, bequests or memorials as long as their use is not restricted by conditions which would conflict with the standard practices and policies of the library. The Administrative Librarian is responsible for making the selection of such materials taking the desires of those making the donation into consideration.

Gift books will be shelved with the regular collection. Special provision is made to identify gifts, memorial bequests, or purchases made from money received as a gift.

Special collections, such as historical materials, books having more than literary value, or manuscripts, will be accepted by the library only if proper provision can be made for their use or sale. Anyone wishing to donate a special collection will be asked to make a formal presentation to the Board of Trustees at its regularly scheduled meeting. The Board will make a decision about whether or not to accept the gift at the next regularly scheduled meeting.

The Asotin County Library is not in a position to give value estimates on gift materials. Such estimates, to be accurate require expert knowledge of the book market and of rare books in particular. The library will be happy to give receipts for any gifts for income tax purposes, such receipts identifying and acknowledging gifts without appraising them.

Approved by the Asotin County Library Board of Trustees, November 18, 2013.