



Walworth-Seely
PUBLIC LIBRARY

Gifts and Donations Policy

Adopted: 10/09/1990

Revised: 03/09/2017

Amended: 11/15/2018

Donations in the form of gifts and monetary sponsorships are encouraged by the Library Board to further the mission of the library. The Library retains unconditional ownership of all donations with the right to make decisions on the acceptance, use and disposition of said item.

The library will accept a donation or gift with the donor's agreement and an understanding of the following policies and conditions:

1. Gifts are accepted, used, loaned, displayed, donated, traded, sold or otherwise disposed of at the discretion of the Library Director and/or the Library Board.
2. The Library reserves the right to refuse any gift, and to accept or discard any goods or materials sent unsolicited.
3. Donors must inspect materials for evidence of live or dead bed bugs prior to donating items to the Walworth-Seely Public Library.
4. Material donations that are in poor condition, have mold, an odor, and/or have evidence of bugs or bug eggs will not be accepted.
5. Donors may request a Library Donations Form at the time of the bequest. Assignment of value for income tax or other purposes is the responsibility of the donor. The Library does not appraise materials for donors, nor endorse appraisals provided by donors.
6. Monetary donations of \$500 or more will be recognized by the library in all publicity for the event or service in which it sponsored.
7. All major donations are subject to the acceptance of the Walworth-Seely Public Library Board of Trustees.