

Morrison-Talbott Library Gift and Donation Policy

Purpose

The Morrison-Talbott Library is grateful for gifts and donations. The collection has been enriched because of gifts and donations. Through donors, the library has been able to acquire materials which it may not have been able to purchase otherwise.

Gifts and donations are accepted year-round, contingent upon available storage space. All gifts are accepted with the understanding that they will be used, sold, or disposed of in the best interest of the Library. The Library cannot commit to perpetually housing a donation. The Library Director, or the Board of Trustees, accept gifts and donations when it is determined to be in the best interest of the Library.

No donation can be accepted unless it is given to the Library without restrictions, unless the Board of Library Trustees has specifically adopted an agreement to do so (see Gift Agreement form). A Gift Agreement Form must be signed by the donor and approved by the Library Director for unrestricted gifts and the Board of Library Trustees for restricted gifts.

The library cannot appraise the value of a donation of materials or art. Upon request, the Library will provide a receipt or letter to the donor acknowledging the donation. Gifts and donations to the Library may qualify as a tax deduction, however, donors are encouraged to consult with their tax professional to ensure the gift or donation qualifies.

Donations of Books and Other Media

The Library accepts donations for fiction and non-fiction books, music (CDs only), video games for the latest generation of consoles, and DVDs provided the materials are:

- (1) not more than ten years old, and
- (2) in good condition (no ripped covers, broken spines, written in books, or no materials with mold, insect, or other damage).

The Library **will not accept** any of the following materials:

- ☒ magazines,
- ☒ textbooks,
- ☒ encyclopedias,
- ☒ Reader's Digest condensed books, or
- ☒ VHS and cassette tapes.

Donations of art and other types of materials are welcomed and a final decision on their acceptance rests with the Library Director and the Board of Library Trustees.

All materials donated become the property of the Morrison-Talbott Library and will be used as the Library desires. Please contact the circulation desk at 618-939-6232 to see if we can accept your donation.

All materials must be brought into the library and may not be left in the book drop or outside the library doors. Due to space and storage constraints, the Library will determine the amount of materials it is able to accept at any given time. Materials that are donated to the Library must be in containers that do not have to be returned. Please use bags or boxes. The Library is not responsible for returning crates or totes.

Not all items donated to the library will be added to the collection. The majority will become part of the ongoing or regular book sale, which is operated by the Friends of the Morrison-Talbott Library. Proceeds from the book sale are used by the Friends of the Morrison-Talbott Library to support library programs, expand the collection of library materials, and fund other operational and material needs of the Library.

For materials that the library cannot accept, we encourage patrons to recycle or donate them to local thrift stores.

Gift Book Program

The Library welcomes monetary contributions for book purchases in memorial to or in honor of named individuals. If the donor so desires, the Library will place within the book the name of the donor or honoree. The donor must complete the "Gift Book Program" form so that the Library can honor the appropriate individual.

Monetary and Other Donations

The Library welcomes cash contributions, gifts of real property, stocks, and bonds. It is our custom to expend cash gifts on materials, equipment, or a project which is acceptable to the donor. Although it is unlikely, there may be an occasion in which the restrictions set by the donor make it impossible for the library to accept the contribution. All donations are subject to the approval of the Library Director and the Board of Trustees.

Reference: Policy 4-40