

**SPRINGDALE PUBLIC LIBRARY
Policies and Procedures**

GIFT POLICY FOR PRINT AND NON-PRINT MATERIALS

Affects: Collection Development and the Bookstore	Effective Date:	Review Date: Feb. 22, 2006	Number
Signature: Name: Todd Wood Title: Board President			

A. Purpose

The policy establishes the conditions for the receipt and dispensation of donated print and non-print materials.

B. Policy

Springdale Public Library welcomes gifts of print and non-print materials such as books, audio books, videos, CDs, DVDs, etc. All donated materials become the property of the Library and are accepted only without reservation. The Library applies the same criteria from its Collection Development policy in evaluating gift materials as applies to purchases. Donated materials may be withdrawn and disposed in the same manner as purchased material. The Library cannot accept responsibility for notifying donors of withdrawal or replacement of gift items.

Materials not added to the Library collection may be sold at the Friends of the Springdale Public Library bookstore or book sale.

Generally, the library does not accept textbooks, condensed (Reader's Digest) books, magazines, or items that are in poor physical condition.

Gifts are tax deductible as provided by law. As the recipient of a gift, the Library cannot assign a market value to donated materials. For tax purposes it is the donor's responsibility to assign and document value for tax reporting. On request, a receipt will be provided describing the number and format of donated materials.

C. Applicability

This policy applies to all donated and gift materials.

D. Responsibility

The responsibility lies with the Library Director and staff overseeing the bookstore.

E. Appendices

Donation Receipt