



## Gifts and Donations

The library encourages the interest and involvement of citizens and organizations in its service program through contributions of book or non-book materials for collections, appropriate gifts which will enhance the physical environment, and bequests, trusts, or donations of monetary or other assets for library purposes.

Gifts of books or other materials are accepted with the understanding that items which are not added to collections will be disposed of according to the Lincoln County Purchasing Policy. Please see the Collection Development Policy for additional information regarding the donation of library materials and subscriptions.

Gifts of a more specific nature, such as furniture, equipment, special collections and real property, shall be referred to the director for acceptance. When funds are donated for specific purposes, the amount and nature of the expenditure must be approved in advance. The gifts become wholly the property of the Library and may be sold, transferred or destroyed according to the Lincoln County Purchasing Policy.

Tax deductible bequests and gifts may also be made to the Lincoln County Public Library through the Lincoln County Community Friends Corporation which is a 501(c) 3 public charity organization. For additional information please contact the Library.

All money collected by the library is regularly deposited into county accounts through the finance department. Designated revenue generated through gifts, grants, and other resources is appropriated for expenditure at the request of the library.

Acceptance of donations is subject to these conditions:

- The Library will not promise the permanent inclusion of any donation.
- Gifts must be accepted without any restrictions or reservations.
- The gifts become wholly the property of the Library and may be sold, transferred or destroyed by the Library.
- Materials purchased with monetary donations must be based upon library selection criteria.
- Donations of materials from individuals are examined and may be added to the collection under the same criteria used for purchasing materials.
- Items not accepted by the Library include:
  - Textbooks, condensed books, magazines, encyclopedia sets, disposable materials, (i.e. workbooks that have been used), VHS/audio visual materials in outdated formats and items that have been stored in damp areas .
- The Library is under no obligation to store or conserve any object.
- The Library will acknowledge all gifts with a formal receipt but will not assign a monetary value to the gift or include such information on the receipt.
- The donor must waive all liability against the Library for any possible cause of action or claim concerning the gift.