

Abington Public Library Gifts and Donations Policy

The Abington Public Library welcomes gifts of money, real property or library materials (with limitations). These gifts help enrich and improve public library resources.

- Donations are accepted only if the Trustees and/or Library Director feel they can be utilized by the library.
- All gifts are tax deductible. The library will provide a statement for tax purposes, but does not place a financial value on donated library materials.
- The library applies the same criteria to evaluating gift items as it applies to items purchased for the collection. See Collection Development Policy for details.
- The library does not accept responsibility for notifying donors of withdrawal or replacement of gift items.
- No gifts are accepted unless given to the library without restriction. All gifts may be utilized, sold or disposed of in the best interest of the library.

Monetary Contributions

Monetary contributions are added to the library's Trust and Gift Funds which are allocated by the Board of Library Trustees for the purchase of materials or programs too expensive or specialized for the regular budget. Individually named Trust Funds may be established with a donation of \$10,000.00 or more. A plaque with the Trust Fund's name will then be placed on the Benefactor's Wall. Other donations may be added to the Library's Gift Fund. A single donation to the Library's Gift Fund in excess of \$1000.00 or, donations made consistently over a period of time, or in memory of or in honor of an individual in excess of that amount will result in a plaque being placed on the Library's Benefactor's Wall.

Memorial Books or Other Materials

Funding for memorial books or other library materials may be donated in memory of or in honor of a friend or relative, and are marked with a special bookplate. The donor has the option of requesting the subject area in which the donated item(s) should be purchased, but the final selection of the title(s) will be made by the library.

Book Donations

Your donations of books and other library materials are appreciated and accepted during the thirty days prior to the Friends of the Library Annual Book Sale.

At all other times:

- Donations of paperback books, in good condition and recently published, are gratefully accepted for the adult browsing collection.
- Books and materials, such as CD's and DVD's may be considered for addition to the library's collections, but will most likely be donated to the Friends of the Library sale shelf or annual book sale to raise money for the library.
- The library reserves the right to refuse to accept donated items due to space limitations, or the condition of the materials.
- Magazines published within the prior three months are accepted for the Friends of the Library Sale shelf.

- VHS and cassette tapes are not accepted.
- Textbooks are not accepted at any time.
- No more than ten items may be donated at a time. Larger donations of books and other library materials are only accepted during the thirty days prior to the book sale due to storage limitations.
- Donations must be offered to a staff member and may not be placed in the book or audio/visual return slots.

Policy approved by the Board of Library Trustees 11/3/04. Updated 3/13/06, 9/14/09.