



Smithfield Public Library

GIFTS and DONATIONS

1. ACCEPTANCE OF GIFTS

The Smithfield Public Library encourages and is grateful for gifts of books, money, equipment, supplies, games, and other materials which will enrich the library's mission. From donated materials, the library will select for public use those which meet the community's informational, educational, or recreational needs per the library selection policy and mission statement. Once a donation is accepted by the library it becomes the property of the library, to be used or disposed of as the Library Director and/or the Library Board sees fit.

2. PROCESSING OF GIFTS

A gift may be disposed of if it is (a) a duplicate (b) outdated (c) in poor physical condition (d) not in accordance with Library selection policies. Unwanted gifts may be (a) discarded (b) offered to other libraries or institutions as a gift/exchange or (c) sold and the money used to buy new items.

3. VALUATION

The donor will be given a receipt at the time of the donation for items received at the library upon request. The appraising of a gift to the library for tax purposes is the responsibility of the donor.

4. SPECIAL GIFTS

Money will be gratefully accepted if conditions attached are acceptable to the Library Director and the Library Board. When the Library receives cash donations for the purchase of memorial books, materials, program support, furnishings or equipment suggestions may be made by the donor, with the approval of the Library Director or the Library Board in accordance with the library's material selection policy. The interests of the deceased and wishes of the donor should be considered for appropriate gift selection.

5. ITEMS NOT ACCEPTED

Books and periodicals which we will not use or accept as they present a disposal problem:

- Outdated informational books (e.g. technology, tax, investment, medical, educational, legal, etc.)
- Textbooks or encyclopedias
- Reader's Digest abridged or condensed books
- Books that are grimy, musty, moldy or mildewed
- Books with torn pages or missing covers, or that are written in
- Magazine collections

6. METHODS OF DONATION

Those wishing to donate items to the library should contact the library prior to bringing donations to our facility. Donations should not be placed through the book return or left at the library door.

Approved by the Smithfield Public Library Board, April 19, 2023