**Gift and Donation Policy**

**Upshur County Public Library – Buckhannon, West Virginia**

The Upshur County Public Library welcomes gifts of monetary donations, books, and other materials. Only those donations made without restrictions will be accepted. Donated items will not be returned to the donor and the library will not accept any item that is not an outright gift.

**Materials in General**

Only materials donated without restrictions will be accepted, and they will be added to the collection only if they are needed and meet the criteria applied to purchased materials. Those materials that are added to the collection will be classified and shelved according to standard procedures, will be available to all library patrons, and will be withdrawn and otherwise handled as any other material belonging to the library.

Items not added to the collection may be offered to another non-profit organization, sold by the Friends of the Library with all proceeds to benefit the library, or discarded.

**Monetary Gifts**

The library welcomes monetary contributions that will be used to further the purposes of the library. All formal donations will be acknowledged.

The director reserves the right to review and refuse any gift, which will cause the library to incur annual or periodic maintenance costs.

Monetary gifts may be designated for memorials or honorary gifts given to purchase materials in recognition of individuals or organizations. Although donors are encouraged to suggest subjects or titles appropriate to the honoree, the library reserves the right of final selection to meet the collection development needs and criteria of the library. Materials purchased with memorial or honorary gifts will contain a gift plate naming the donor and the honoree at the request of the donor, and acknowledgments will be sent to the honoree or family of the deceased if names and addresses are provided.

**Evaluation**

The library staff, in accordance with income tax regulations, will not assess the value of materials donated but will, upon request, provide the donor with a statement of the number of volumes and type of material accepted. It is the donor’s responsibility to obtain expert assistance in establishing value.

The Library Board of Trustees reserves the right to amend this policy at any time.

Adpoted on September 20, 2006