

GIFT AND DONATION POLICY

No. 502

The Grand Ledge Area District Library welcomes gifts! All donations are accepted with the understanding that they are outright gifts and may be utilized as determined by the library.

The library will- try to comply with the wishes of the gift donor, but may decline a gift if the gift's conditions are deemed too restrictive. The Library Director is authorized to work with the donor toward a mutually agreeable use of the donation.

If requested, receipts are provided for cash donations. In accordance with Federal law, the library may not appraise or otherwise put a value on gifts of tangible property. Donors may wish to consult their own financial advisors to make whatever arrangements are necessary for appraisal before the donation.

If requested, the library will give the donor of used books a receipt stating how many hardbound books and how many paperback books have been donated. Some categories of materials (for example, condensed books) may be declined. It is recommended that the donor make a list of donated titles if one is needed. The library-does not receipt a donor's list or price list.

The manner of use of a gift may change over time. And given that a library that is used extensively by the public sustains losses through ordinary wear, unreturned items, etc., the library is unable to guarantee that any gift will be a part of the library permanently.

Approved: May 12, 1999

Amended: November 20, 2013