

Donations Policy

Satre Memorial Milnor School Library(SMMSL)

Gifts of Materials

The Library gladly accepts donations of books and A/V materials, with the understanding that they are subject to the same criteria for inclusion in the collection as purchased materials. The SMMSL reserves the right to accept or dispose of any gift through transfer to another library, give them to classrooms or students or to discard them. The library will not provide a valuation of donated materials for tax purposes.

Items that will not be accepted for donation include: issues of periodicals, items that are moldy or foul-smelling, items that are visibly water damaged, and items in poor physical condition.

Monetary Gifts

The Library accepts monetary donations without conditions on their use or for projects previously approved by the Board. Such money is deposited in the SMMSL account for future expenditure.

Donations will also be accepted for the purpose of purchasing library materials consistent with the Library's Selection Policy. Such money is deposited in the SMMSL for expenditure by the Library Director.

Public acknowledgement of monetary gifts is at the discretion of the Library Director.

Memorials

The Library actively encourages donations as memorials and as tributes to living individuals on special occasions. Such acts provide the Library with an opportunity to add materials or equipment which it might not otherwise be able to afford. These donations also provide individuals with a rich opportunity to honor loved ones with a lasting statement of admiration and respect.

The Library will make every effort to honor the donor's wishes regarding the selection to be purchased. However, the final decision rests with the Library in accordance with its needs and selection criteria.

Bookplates will be placed in items purchased with memorial and tribute gift funds. Each bookplate will record the honoree as well as the donor.

Miscellaneous Gifts

The decision as to the acceptance of furnishings, appliances, and equipment shall be made by the Library Board on the advice of the Director. Criteria influencing the decision include need, space, impact on staff, and expense and frequency of maintenance.

The decision as to the acceptance of all other gifts not previously addressed in this policy shall be made by the Library Board on the advice of the Director.