DONATIONS/GIFTS POLICY

The Moffat Library of Washingtonville will encourage and accept donations with the understanding that donations of materials will be added to the collection if they meet the same standards as purchased materials. Donations not meeting these standards, those that are out-of-date, unneeded, or those in a format not suitable for library use, may be given to other organizations, made available to the public, or otherwise disposed of as the library deems appropriate.

Donations may be integrated into the regular library collections in normal sequence, available to all library patrons, and otherwise handled as any other material belonging to the library.

Donations may be marked with an appropriate bookplate. A letter for tax purposes may be given to the donor if requested at the time the donation is made, acknowledging the receipt. The library will not determine a dollar amount for books or other in-kind donations.

The expenditure of any and all unrestricted gifts in excess of $250.00 must be approved by both the Board of Trustees and the library director.

Approved by the Moffat Library Board of Trustees
June 22, 2009

PROCEDURES REGARDING ACCEPTING DONATIONS

We thank you sincerely for donating materials to the Moffat Library. If items are not added to the collection, they will be put out for sale on our sale racks.

- We accept donations of books, audio books, videos, music CDs, & DVDs.

- Due to lack of space, we are unable to store excess donations. Therefore, we request that you drop off no more than one box/bag at a time.

- We **do not** accept textbooks, magazines, Reader's Digest condensed books, or encyclopedias.

- Items donated and their containers **must be free of mildew/mold/dirt**. Mildew is contagious and spreads to other books.

- Donations should be brought to the Library **during operating hours** and are not to be left outside the library or placed in the book drop after hours. **Any donations left outside are immediately discarded.**

Thank you for your kind consideration.