

LIBRARY: GIFTS POLICY

History: REVIEWED BY LIBRARY BOARD OF TRUSTEES 11/14/00

ADOPTED BY YUMA COUNTY BOARD OF SUPERVISORS 3/4/02

ID #: 0003

Monetary donations (cash/checks), books, magazines, CDs, audio/video cassettes, works of art, etc. are welcomed by the libraries in the Yuma County Library District. The libraries have a donation box at all circulation desks; cash donations are used strictly for the purchase of books, CDs, audiocassettes, etc. Only the Yuma County Library District and the Friends of Yuma County Libraries, Inc. may set up donation boxes in the libraries.

Monetary donations (in memory of a loved one, etc.) may be specified for purchase of books in a specific subject area, e.g., agriculture, politics, economics, or arts and crafts. Monetary donations must be received in advance of purchase. The Collection Development Librarian selects appropriate titles. A list of titles may be submitted with the monetary donation, and the requested titles will be purchased if they meet the Yuma County Library District collection development criteria. All monetary gifts are processed through the Library District Administration office.

Materials added to the collection through donations may receive a giftplate and public acknowledgment. All donors, regardless of whether the material donated is added to the collection, will receive an appropriate thank-you letter provided they include their name and address with their donation.

The Library District reserves the right to use donated material in a manner consistent with collection development policies. The Collection Development Librarian, with input from selectors, is responsible for additions to the collection. The Library District cannot be responsible for returning gift books or other materials to donors. Donated materials that are not selected for addition to the collection will be given to the Friends of Yuma County Libraries or a branch library's Friends group.