



## **Donation Policy**

The Paris Public Library is grateful for gifts, and its collection has been enriched by donations of materials as well as monetary contributions. Through donors, the library has been able to acquire materials that could not have been purchased otherwise.

### **Donation of Books and Audio Visual Materials**

In accepting a gift of materials, the library reserves the privilege of deciding whether items donated should be added to the collection. Out of the many books and other materials that citizens so generously give, a considerable number can be used. Some, however, cannot, because any material, though of value in itself, may be: (1) a duplicate of an item of which the library already has a sufficient number; (2) outdated-(i.e., interesting but not of sufficient present reference or circulating value to the library); (3) in poor physical condition (i.e. brittle paper, water damage, writing or highlighting on pages, torn and/or missing pages, etc.) are usually declined, (4) periodicals or journals are usually declined, (5) items with mold are always declined. The Library accepts gift books with the understanding that books that are useful to the library collection will be retained; books not considered useful will be disposed of in whatever manner the Library Director deems best.

### **Memorial Program**

The Library welcomes monetary contributions specifically for book purchases in memorial to or in honor of named individuals. So that the Library can properly honor the gift, a special form to record the information is available and should be completed. The library may place within the book the name of the donor. Monetary gifts for memorials start at a minimum of \$25.00.

### **Donation of Art Objects and Related Materials**

Although such gifts are usually welcomed and valued, final decision on their acceptance rests with the Library Director.

### **Other Types of Donations**

The Library welcomes cash contributions, gifts of real property, stocks, and bonds. It is our policy to expand cash gifts on materials, equipment, or a project that is acceptable to the donor. Although it is uncommon, there may be occasions in which the restrictions set by a donor make it impossible for the contribution. All donations are subject to the approval of the Library Director.

### **Use of Gifts**

All gifts are accepted with the understanding that it may someday be necessary that they be sold or disposed of in the best interest of the library. The Library cannot commit itself to perpetually housing a donation.

### **Restrictions**

No donation can be accepted unless it is given to the Library without restrictions. All gifts may be used, sold, or disposed of in the best interest of the library. All donations are accepted only if, in the opinion of the Library Director, they are in the best interests of the library.