



# *Hillsboro Public Library*

## **Gift Policies**

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### **Donation Policy**

#### **Material Donations**

The Hillsboro Area Public Library District is grateful for gifts of books, audio books, DVDs, puzzles, or toys. Its collection is enriched by donations of these materials as well as monetary contributions. Through donors, the library is able to acquire materials that could not otherwise be purchased.

#### **Purpose**

The library will welcome donations of these materials so that we can add to our library collection.

#### **Donation Procedures and Restrictions**

- 1) Donations are accepted based on the following guidelines:
  - a) The Library does not already own the title (if already owned, the materials will be given to the Friends of the Library for their yearly book sale.
  - b) Materials that are moldy, dirty, have markings, have a smoke smell, or are damaged will NOT be accepted.
  - c) if the material is outdated (i.e. interesting but content is out of date)
- 2) The library director reserves the right to make all final decisions on whether to accept or deny any materials.
- 3) The director and staff reserve the right to place donated materials that are already owned by the library in a book sale.

No donation can be accepted unless it is given to the library without restrictions. All gifts may be used, sold, given away, or disposed of in the best interest of the library.

#### **Evaluation**

The library board will be responsible for evaluating this every 5 years, depending on collection needs and demand.

**Date:** Proposed 11/20/2018 Approved 12/18/2018, Updated 10/18/2023 and approved on 12/19/2023