SHELTER ROCK PUBLIC LIBRARY
GIFT AND DONATION POLICY

The Shelter Rock Public Library acknowledges the fact that gifts have been vital to the establishment and growth of the Library. In order to avoid misunderstanding about the acceptance and disposition of gifts, the Library adheres to the following policy.

The size of the Shelter Rock Public Library’s collection has grown beyond the maximum capacity of the building. Therefore, we are forced to limit the Library’s acceptance of gifts including books, magazines and audiovisual materials. Donated materials will be accepted on a very limited basis if the professional Library staff determines that they advance the mission of the Library and/or meet a unique need in the collection.

The professional Library staff will not consider any materials that are:
- Moldy, musty or water damaged,
- Dirty,
- Marked by pens, pencils, crayons or highlighters,
- Physically damaged,
- Textbooks,
- Condensed books,
- Non-fiction titles over three years old excluding classic materials, or
- Materials from other libraries

Monetary gifts are most particularly welcome because they can be used to purchase new materials, magazine subscriptions, equipment, furniture, or to provide Library programs. The Library may, if the professional Library staff determines that it is appropriate, accept monetary gifts designated for a specific purpose. However, the Library can most effectively use money
when the Library is free to allocate funds to those areas that the professional Library staff determines to most need new materials.

Gifts to the Library are tax deductible. However, the Library is unable to set fair market or appraisal values. The Library will provide written acknowledgement of receipt of donated items. The Library may acknowledge purchase of materials with a bookplate or plaque befitting the format of the material.

The Library retains unconditional ownership of any accepted gift, and it reserves the right to retain, recycle, sell or discard a gift at the Library’s discretion.

Adopted by the Board of Trustees
May 10, 2005
Amended and Adopted
August 10, 2021