

## Gifts and Donations Policy

### Policy Statement

The Thornton and East Hazel Crest Public Library welcomes gifts and donations that will promote the library's mission, programs and services. Through donors the library has been able to acquire books and materials which could not have been purchased otherwise.

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### Regulations

1. Thornton Public Library makes the final decision on acceptance, use or disposition of all materials, donations or gifts and retains unconditional ownership of same.
2. Checks shall be made payable to the Thornton Public Library. In no event shall a check be made payable to an individual who represents the library in any capacity.
3. Appraisal of non-cash donations are the responsibility of the donor.
4. Library Materials
  - A. When the library receives a cash gift for the purchase of materials, whether as a memorial or for any other purpose, the general nature or subject area of the materials to be purchased will be guided by the wishes of the donor. The library staff, however, will choose specific titles and retain the right of final decision.
  - B. The staff will consider donated materials for possible addition to the library's collection using the same selection criteria as purchased materials. Materials not added to the collection or gifts may be given to the patrons for free on the free book shelves within the library.
  - C. Special collections and memorial collections will not be shelved as separate physical entities. Such collections will be considered only with the understanding that, if accepted, they will be integrated into the general collection. The only form of commemorative identification will be a bookplate.
5. Donor Recognition
  - A. The library will provide written acknowledgment to the donor which clearly describes the nature of the gift and when it was received.
  - B. Unless anonymity is specifically requested and with full respect for donor privacy:
    - i. Donor names for items may be published in reports to the board, press, library newsletters or via bookplates.

- ii. The library may choose to recognize significant contributions of time, talent or money in other ways.

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Adopted September 30, 2024