

Gift & Donation Policy

Gifts and donations are a significant part of the collection in a small library. In many cases, materials that could not otherwise be purchased can be acquired with monetary gifts or in-kind donations. The BCC Library welcomes donations and gifts, which comply with the library collection policies and selection guidelines.

The Director will receive all donations and gifts to the library and will provide a library donation receipt by the end of the calendar year. Gifts to the library will be evaluated according to the same criteria as purchases. Gifts will not necessarily be placed in the collection unless approved by the Library Director.

Special collections will not be created for donated materials, unless such special collections fit into the long range plan for collection management. Items not meeting selection criteria or in unsuitable physical condition or age will be placed for public distribution. Anyone giving a gift to BCC will be made aware of this policy at or before the time of donation.

Monetary contributions are appreciated and the wishes of the donor will be honored if the request fits within the selection guidelines of the library. The library can place book-plates in donated items if requested by the donor.

If donated materials are duplicates of materials already included in the collections or areas not normally collected by the library, the materials may be offered to other area libraries to enhance their collections, distributed to various community agencies, or placed in a public place for free distribution.

Library staff cannot assign a value onto a donation but will provide donors with a donation receipt.