

Donations Policy

Casselton Public Library

Approved by the Library Board on: February 26, 2013

Approved by the Library Board on: February 12, 2019

Approved by the Library Board of Directors on: December 10, 2024

Gifts of Materials

The library gladly accepts donations of books, games, puzzles and audiovideo materials, with the understanding that they are subject to the same criteria for inclusion in the collection as purchased materials. The Casselton Public Library reserves the right to place the donation into circulation, reserve the item for library book sales, place it on the nearly new book sale shelf, give as a donation, use for programming prizes, or discard. The library will provide a valuation of donated materials for tax purposes if requested at the time of donation.

Items that will not be accepted for donation include: complete yearly periodicals, academic textbooks, mass market paperback older than five years, items that are moldy or foul-smelling, items that are visibly water damaged and items in general poor physical condition.

Library staff, with the Library Director having final say, will determine the plan for donated items.

Gifts of Periodical Subscriptions

Subscriptions for which there is no indexing and which have limited appeal are accepted but no back files will be kept.

Monetary Gifts

The library accepts monetary donation without conditions of specific use or monetary donations for projects previously approved by the Board of Directors. Such money is deposited in the Friends of the Casselton Public Library Checking Account for future expenditure when requested by the Library Board of Directors.

Donations will also be accepted for the purpose of purchasing library materials consistent with the library's Collection Development Policy. Such money is deposited in the Friends of the Casselton Public Library Checking Account for expenditure when requested by the Library Board of Directors.

Public acknowledgement of monetary gifts is at the discretion of the Library Director and the Library Board of Directors.

Memorials

The library actively encourages donation as memorials and as tributes to living individuals on special occasions or at any time during the calendar year. Such acts provide the library with an opportunity to add materials or equipment which might not otherwise be able to be added through the library general fund. These donations also provide individuals with a rich opportunity to honor loved ones with a lasting statement of admiration and respect.

Except in rare circumstances, memorial and tributes are accepted in the form of monetary donation to the Friends of the Casselton Public Library Checking Account. The library will make every effort to honor the donor's wishes regarding the selections to be purchased. However, the final decision rests with the library in accordance with its needs and the Collection Development Policy.

Bookplates will be placed in items purchased with memorial and tribute funds to record the honoree as well as the donor. The library will send letters to notify all parties of the gift.

Artwork

The library will avoid the installation of permanent displays or artistic decorations in favor of rotating displays and works of art which will stimulate and renew interest in the display. The following points will be considered by the library before accepting any gifts of this kind:

- Does it conform to the general architecture of the building?
- Will it fit comfortably into the space available?
- Is the object appropriate to library objectives or would it be better elsewhere?
- Will it cost more to accept the gift than it is worth to the community? Costs that must be weighed may include: insurance, restoration, display, maintenance, storage etc.
- Is it generally acceptable to the Library Board of Directors?

No such gift will be accepted, unless it is freely given and with the agreement that the library may periodically store the gift, move the gift to another location, dispose of the gift, give the gift away, or sell the gift as it sees fit.

All gifts will be acknowledged with a personal note from the Library Director to the donor.

Miscellaneous Gifts

The decision as to the acceptance of furnishing, appliances, and equipment shall be made by the Library Board of Directors on the advice of the Library Director. Criteria influencing the decision include need, space, impact on staff, and the expense/frequency of maintenance.

The decision as to the acceptance of all other gifts not previously mentioned in this policy shall be made by the Library Board of Directors on the advice of the Library Director.