

DONATIONS/GIFTS POLICY

The Moffat Library of Washingtonville will encourage and accept donations with the understanding that donations of materials will be added to the collection if they meet the same standards as purchased materials. Donations not meeting these standards, those that are out-of-date, unneeded, or those in a format not suitable for library use, may be given to other organizations, made available to the public, or otherwise disposed of as the library deems appropriate.

Donations may be integrated into the regular library collections in normal sequence, available to all library patrons, and otherwise handled as any other material belonging to the library.

Donations may be marked with an appropriate bookplate. A letter for tax purposes may be given to the donor if requested at the time the donation is made, acknowledging the receipt. The library will not determine a dollar amount for books or other in-kind donations.

The expenditure of any and all unrestricted gifts in excess of \$250.00 must be approved by both the Board of Trustees and the library director.

*Approved by the Board of Trustees
June 22, 2009*

****NOTE TO PATRONS:****

- We accept donations of gently-used BOOKS, AUDIOBOOKS, MUSIC CDs & DVDs.
- We DO NOT accept textbooks, magazines, Reader's Digest condensed books, encyclopedias or VHS tapes.
- Due to lack of storage space, we are unable to store excess donations. Therefore, we request that you drop off no more than 1-2 boxes/bags at a time.
- We ask that items donated and their containers be free of mildew/mold/dirt. Unfortunately, mold & mildew are contagious and can spread to other books.
- We kindly request that donations be brought into the Library during operating hours and not left outside the library or placed in the book drop after hours. Any donations left outside will be immediately discarded.
- If items are not added to the collection, they will be put out for sale.