

## **DELTA TOWNSHIP DISTRICT LIBRARY DONATIONS AND GIFTS POLICY**

The Library Board will encourage and accept gifts with the explicit understanding that all materials donated to the Delta Township District Library will become the property of the Library without restrictions. The Library staff makes the final decision on the use of all donated materials. Donations may be given to the Friends of the Library for sale to the public. The Library staff does not assess the value of donations for tax purposes. A receipt form for tax purposes can be given to verify the donation.

The Delta Township District Library accepts gifts of money. The materials acquired with these funds must meet the selection guidelines. The donor, or in the case of memorial money the family, may be consulted for suggestions or recommendations of purchased materials. Memorial gifts are acknowledged and materials are identified with a bookplate. Monetary gifts will be acknowledged with a letter which can be used for tax purposes.

*Approved by the Delta Township District Library Board – November 5, 2007  
Revised by the Delta Township District Library Board – January 9, 2012*