

Gift/Donation Policy

The Central Citizens' Library District welcomes donations of cash, materials, and other miscellaneous items. The Library may accept gifts, donations, endowments, bequests, and trusts according to its needs, interests, and policies. The Library reserves the right to accept or reject any gift, donation, endowment, bequest, or trust. Letters of acknowledgement will be sent to those who fill out a Donation Form.

Monetary

1. **Unrestricted Gifts:** (no specified terms, conditions, or purposes) These funds may be used for library materials, library furniture or equipment, or to sponsor library programs.
2. **Restricted Gifts:** (donor has defined specific terms, conditions, and purposes) The Library will accept such gifts, donations, endowments, bequests, and trusts that support the Library's mission. These offers will be handled by the Library Director, who will determine, in consultation with the Library Board of Trustees, the suitability of the gift. Terms of acceptance must be compatible with the Library's policies, the donor's intent, and applicable laws.

Items

The Central Citizens' Library District accepts donations of books and other library materials but reserves the right to evaluate and dispose of them. Donations may be added to the collection, added to the Book Sale area, or discarded. The library does not accept encyclopedias, or VHS tapes. No conditions may be imposed on the library in its acceptance of any materials. All donated material becomes the property of the Central Citizens' Library District.

Other

In support of its programs, the Library accepts other donations such as merchandise, coupons, or complimentary admissions. These donations will be acknowledged in the Library's promotional materials.

For any donor requesting a receipt, one will be provided stating the number of items donated. The Library Staff will not provide an appraisal for any donations.



Library Donation Form

Thank you for your donation to the Central Citizens' Library District. The Library appreciates your support.

Please complete this form if you wish to receive a receipt for your donation and return it to the Circulation desk.

Donor Information

Date: _____

Name: _____

Address: _____

Phone: _____

Email: _____

Donation (description): _____

How would you like us to send your Receipt? Mail Email

THANK YOU!

STAFF ONLY: Donation accepted by: _____ Receipt Sent by: _____ Date: _____