

FERTILE PUBLIC LIBRARY

Donation Policy

Fertile Public Library welcomes physical and monetary donations to enhance library collections, services, and programs for the community.

MONETARY DONATIONS

Donations made directly to the Library support facility improvements, enhanced programming efforts, and supplement purchasing of materials and online resources. Donations made directly to the Library may not be transferred or donated to an agency or entity outside of City of Fertile financial control. Monetary donations may be designated for a specific purpose upon approval of the Library Director.

MEMORIALS AND TRIBUTES

Donations greater than or equal to \$2000 may be recognized within the Library if the donor so wishes. Recognition may include plaques, bookplates, or other acknowledgements as approved by the library director. Recognition is not guaranteed for a specific duration and may be removed if the building is remodeled, demolished, or if the donated materials are withdrawn from the collection.

PHYSICAL DONATIONS

The Library Director must approve any physical donations other than materials for the library's collections before items are brought to the Library.

Books, magazines, and audio-visual materials are gratefully accepted by the Library under the following conditions:

1. Donated materials must be in clean condition and free of mold and other physical damage.
2. Textbooks, condensed books, and encyclopedias are not accepted.
3. All materials become the property of the Fertile Public Library and may be disposed of at the discretion of the Library.
4. All items donated must have a publication date within the last 20 years, unless expressly approved by the Library Director.

If conditions are attached to any gift, those conditions may need to be approved by the Library Board of Trustees. Items left anonymously at the Library will be considered lost items and treated as such. A donation to the Library may be tax deductible in accordance with IRS regulations. The Library staff cannot, however, provide the prospective donor with an appraisals or determine the value of donated items.

Fertile Public Library procedures exist to facilitate the acceptance of monetary and physical donations.

Adopted: 03/20/2023