

Gift Policy

Gifts and Donations

All gifts and memorials given to the Canton Public Library make a lasting and useful tribute of value to the community.

The Library accepts gifts of books and other materials with the understanding that they will be added to the collection only if appropriate and needed, and meet the standards set forth in the Library's Collection Development Policy. Possible reasons for exclusion include: outdated material with no historical value; poor condition; and duplication of item or similar item already in the collection. Items not included may be donated to the Friends of the Library for a future sale, recycled, or otherwise disposed of as the Director determines appropriate.

Upon request, gift items that are added will be marked with an appropriate bookplate. A letter for tax purposes may be given to the donor if a request is made at the time of donation. The library can only acknowledge the gift and not appraise the value of donated materials.

Memorial gifts of books or other circulating materials, or money specified for that purpose, are also accepted. Memorial gifts will be marked with an appropriate bookplate and a letter of acknowledgement will be sent to the family. Specific memorial books can be ordered for the library on request if the request meets the criteria established by the Board. Donors who wish to donate specific books, or funds for specific books, should first consult with the Library Director to discuss needs of the library. Book selection will be made by the Director if no specific book is requested.

Memorial gift items and other donated items integrated into the collection are subject to the same policies and procedures as all library materials.

Unspecified cash donations less than \$200 will be spent on books, programming, or other Library operations at the discretion of the Library Director.

On receipt of unrestricted donations of \$200 or more, the Library Director shall notify the Board of Directors who will determine the appropriate use of such funds.

If a request for a specific use accompanies any cash donation, all efforts will be made to satisfy the request within the guidelines of Library Policies.