

## Eagle Mountain Public Library Gift and Donations Policy

### Acceptance of Gifts

The Eagle Mountain Public Library is grateful for gifts and donations. The library welcomes gifts of cash, library materials, furnishings or real property. These gifts help enrich and improve the Library's resources.

### Materials intended for the Eagle Mountain Public Library

With the donation of materials, space and staff limitations make it necessary to evaluate all such donations carefully. With the exception of certain types of materials in the genealogy, local history, and archives areas, the library does not rely on donated materials as the primary means of developing its collection.

1. All donations to the library become the property of the Eagle Mountain Public Library, to use or dispose of as it considers best. The library reserves the right to add donations to the collection or to dispose of them in another way.
2. Donors of more than one bag or box must make an appointment with the director or the director's designee for evaluation.
3. Donations not accepted must be removed from library property immediately.
4. The library does not add donated materials to the collection if they do not meet the library's collection policies and selection criteria. In general, the following materials are not accepted for inclusion in the collection:
  - \* Materials more than five years old, except in the case of classics in all fields of knowledge
  - \* Encyclopedias
  - \* Magazines, including National Geographic
  - \* Reader's Digest condensed books|
  - \* Textbooks
  - \* Materials with torn or missing pages, broken bindings, damaged covers
  - \* Materials that have been written in, highlighted, or underlined
  - \* Copied articles, manuscripts, videos, or audio materials
  - \* Musty, moldy, or mildewed materials
  - \* Materials with insect, rodent, or pet damage
  - \* Materials damaged by food and/or liquids
  - \* Materials that have donor-stipulated restrictions on their use, distribution, exhibition, or retention
  - \* Materials lent to the library on a preview basis, including items donated by the author
  - \* Materials donated as memorials or in honor of someone
  - \* Materials of which the library has sufficient quantities or subject coverage
  - \* Materials the library would not purchase new
  - \* Materials that do not meet the requirements for any of the library's service roles
  - \* Materials that would be weeded because of age, condition, lack of use
  - \* Materials in formats the library does not have or no longer purchases; this includes but is not limited to videocassettes, audiocassettes, and LP recordings

5. Gifts of cash, real property and bequests that support the mission of the Library will be handled by the Library Director, who, with the Library Board, will work out terms of acceptance that are compatible with Library policies, city policy, the donor's intent, and applicable laws.
6. All monetary donations will be conveyed and transferred to the Eagle Mountain Library donation account held by Eagle Mountain City, and use them or invest them from that fund in accordance with the donor's wishes.
7. The library will not appraise items for tax purposes. The library is unable to provide book value statements to patrons. Patrons who wish to have items appraised must acquire and pay a professional appraiser. The library will provide (on request) a receipt to donors of unappraised gifts which, while acknowledging the donation, will not establish, assign, or concede any value.

Approved: November 21, 2013

Reviewed: 5/18/17

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