

LANESBORO DONATION & GIFT POLICY 5/2022

Lanesboro Library encourages donations, financial or otherwise, which will further the mission of the library. The library retains unconditional use of all donations and makes the final decision on the donations acceptance, use or disposition. It is the patrons responsibility to indicate if their gifts or donations not added to the library collection be returned to them.

The library does not provide appraisal of gifts or potential gifts. All donations are the outright gifts to the library.

Unless earmarked for the Rose Bell Fund or The Friends of the Library, donated funds are deposited in the library donation account to be used for purchases for the library collection at the library directors discretion.

The library does not track donations other than for internal purposes (cataloging and statistics). An itemized report is required for the Rose Bell Fund by the end of January each year.

Any monetary fund donations to the library that are given for a specific item will be honored as long as it complies with the needs/policies of the library.

It is up to the library board if donated items will be labeled with the donor name.

Donated materials not selected for the library collection may be given to The Friends of the Library (a non-profit 501c(3) organization) to consider for their ongoing book sale.

Criteria for accepting gifts:

- Conforms to the general architecture of the building.
- Will fit in comfortably with the space provided and optimize the available space.
- The object/display is appropriate for the library objectives.
- What is the cost of accepting the gift including maintenance, restoration, insurance and storage?
- Is the donation or gift generally acceptable to the library board?