

## **LIBRARY GIFTS AND DONATIONS POLICY**

Proposed & Adopted October 2025

The Mabel C. Fry Library acknowledges the importance of gifts and donations to the library's future growth and development. In recognition of such, the library welcomes gifts of cash and library materials, including books, DVDs, etc. (see list below). These gifts help enrich and improve the Library's resources.

### **ACCEPTANCE OF DONATED MATERIALS/ITEMS**

1. Any items donated to the Mabel C. Fry Public library **must be in new or like-new condition**, free from mildew, insects, strong odors, dirt, mold, handwriting, tears, and considerable damage.
2. Donations are accepted at the front desk of the library. Bulk donations of more than one (1) copy paper sized box or two (2) paper grocery bags can be made by appointment only. Please no plastic bags or plastic totes. One donation per person per week will be accepted. Donations left outside will be considered abandoned and recycled appropriately. Donations are not permitted in the book return bins outside the library.
3. Any donations or gifts to the library must be consistent with the library's policies, goals, and objectives, and/or long-range plan.
4. Books or other library materials purchased by the donor for presentation to the library will be gratefully accepted provided they meet the library's selection policies and procedures, and, in the opinion of the professional staff, they enhance the value of the library's collections.
5. Donated books are evaluated according to the same criteria that are applied to purchased material. Donated materials which do not adhere to the library's selection policy will be disposed of at the discretion of the library. Books not added to the library's collection may be sold at the Friends of the Library's ongoing book sale. Books that are out of date or contain considerable damage will be recycled. The library reserves the right to refuse to accept any materials, which would create a storage or disposal problem.
6. All donations (of furnishings, equipment, and materials, etc.) become the sole property of the library. No gifts of this nature are accepted unless freely given to the library without restriction to be used as the library sees fit.
7. The library cannot make appraisals on donated items; however, if the donor wishes to take a tax deduction, a donation slip will be provided where the donor may estimate the value of the item donated, but the library will not retain records of value claimed.
8. The library has the most need for the following types of materials:

**Hardback or paperback fictional novels**

**Non-fiction books with current information (publication date less than 5 years old)**

**Current biographies and autobiographies (publication date less than 5 years old)**

**Children's books**

**Media material limited to recent DVDs, music, and unabridged audiobooks (past 10**

**years)**

9. Books and periodicals that we cannot use or accept as they present a storage and/or disposal problem and are of limited value include:

**Out-dated informational books (technological, tax, investment, medical, educational, legal, etc.)**

**Out-dated textbooks or encyclopedias**

**Workbooks**

**Study Guides more than 1 year old**

**Reader's Digest abridged or condensed books**

**Magazines**

**Periodicals, including National Geographic**

**Audio cassettes (books or music)**

**VHS cassettes**

**Newspapers**

**Puzzles**

**Books that are grimy, musty, moldy, or mildewed**

**Books with torn pages or missing covers, or that are written in**

**ACCEPTANCE OF MONETARY GIFTS**

Monetary donations, bequests, and memorial or honorary contributions are particularly welcome. Funds donated will be used to purchase material in accordance with library policies. Books and other materials purchased with bequests and memorial or honorary contributions will be identified by special donor plates whenever possible. If requested, notification of memorial or honorary contributions will be sent to the family of the person being recognized. Suggestions for subject areas or other areas of interest are welcome and will be followed to the extent possible.

Monetary gifts may be made to the library through cash, credit card, or check. Checks must be made out to "City of Yukon" with "Mabel C Fry Library Book Donation" listed on the memo.

If the donor wishes a book purchased (\$25 donation), a bookplate is affixed inside the memorial book if possible designating for whom the memorial is made, and by whom.

Larger monetary donations (over \$100) may also be made to the library. The gift should be freely given to the library to best fit the needs of the library. The library may collaborate with the donor on a mutually acceptable use for the funds; however, the library reserves the right to make the final decision on the use of the funds.

The minimum donation when the donor wishes the library to purchase a book is \$25.00 or list price, whichever is greater.

Gift books must be of a general nature and of value to the collection as a whole and must meet the criteria of the library's Collection Development Policy.