

ALPINE PUBLIC LIBRARY GIFTS POLICIES

The Alpine Public Library and its Marathon branch are grateful for donations 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.

The following policies apply to all donated materials or money from any source.

Materials Intended for the Alpine Public Library or Its Marathon Branch

1. All donations to the library become the property of the Alpine 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:
 - 4.1. Materials more than five years old, except in the case of classics in all fields of knowledge.
 - 4.2. Encyclopedias
 - 4.3. Magazines, including *National Geographic*
 - 4.4. *Reader's Digest* condensed books
 - 4.5. Textbooks
 - 4.6. Materials with torn or missing pages, broken bindings, damaged covers
 - 4.7. Materials that have been written in, highlighted, or underlined
 - 4.8. Copied articles, manuscripts, videos, or audio materials
 - 4.9. Musty, moldy, or mildewed materials
 - 4.10. Materials with insect, rodent, or pet damage
 - 4.11. Materials damaged by food and/or liquids
 - 4.12. Materials that have donor-stipulated restrictions on their use, distribution, exhibition, or retention
 - 4.13. Materials lent to the library on a preview basis, including items donated by the author
 - 4.14. Materials donated as memorials or in honor of someone
 - 4.15. Materials of which the library has sufficient quantities or subject coverage
 - 4.16. Materials the library would not purchase new
 - 4.17. Materials that do not meet the requirements for any of the library's service roles

- 4.18. Materials that would be weeded because of age, condition, lack of use
- 4.19. Materials in formats the library does not have or no longer purchases; this includes but is not limited to videocassettes, audiocassettes, and LP recordings

Materials Intended for Re-Reads Bookstore

Re-Reads Bookstore is a project of the Alpine Public Library and is staffed by the Friends of the Alpine Public Library. The executive director or a designee also manages donations for the bookstore. Donations become the property of the Friends of the Alpine Public Library and are sold in Re-Reads Bookstore and at other events sponsored or attended by the Friends. Proceeds from the sale of these donations directly benefit the Alpine Public Library.

Donors with more than one bag or box of materials must make an appointment with the library's executive director or designee for evaluation. Any materials not deemed acceptable for sale in Re-Reads Bookstore may be offered to the public for free.

The same criteria regulating materials donations to the library apply to donations to Re-Reads, although some materials that might not be suitable for the library's collection might be appropriate for the bookstore. In general, however, Re-Reads does **not** accept the following:

1. Encyclopedias
2. Magazines, including *National Geographic*
3. *Reader's Digest* condensed books
4. Textbooks
5. Materials with torn or missing pages, broken bindings, damaged covers
6. Materials that have been written in, highlighted, or underlined
7. Copied articles, manuscripts, videos, or audio materials
8. Musty, moldy, or mildewed materials
9. Materials with insect, rodent, or pet damage
10. Materials damaged by food and/or liquids

Tax Deductions

The Alpine Public Library provides a Gift Form for all donations of materials. Donations are tax-deductible; however, federal tax regulations prevent library staff from placing a value on donated materials. Donors are strongly encouraged to compile a detailed list of items prior to donation if the donation will be used later as a tax deduction. Donors may wish to review the following IRS publications:

1. IRS Publication 561: Determining the Value of Donated Property
2. IRS Form 8283: Non-Cash Charitable Donations
3. IRS Form 8283: Instructions

Monetary Donations

The Alpine Public Library and its Marathon branch welcome unrestricted monetary gifts, as these allow for the greatest flexibility in meeting the library's collection needs.

The library encourages donors to make general recommendations about how they would like monetary donations to be used, for example, type of material, subject area, age level, or a preferred library unit.

The library discourages stipulations that require the library to purchase specific titles with monetary gifts and reserves the right to refuse such donations if the recommended material does not meet the library's collection policies or selection criteria.

Special Fund-raising Projects and Book Drives

Individuals and organization wishing to conduct special fund-raising projects or book drives must discuss these with the Alpine Public Library's executive director and the president of the Friends of the Alpine Public Library.

The library reserves the right to stipulate conditions regarding the types and dispersal of materials or use of funds earned from such projects to ensure that they will benefit the library.

Approved by the Board of Directors April 8, 2010