

# BAY COUNTY LIBRARY SYSTEM

## DONATION POLICY

The Bay County Library System accepts gifts of money and materials with the understanding that the library has the full authority as to when, where, and how any gifts are displayed, used or sold. The library will not accept materials that come with any conditions limiting their use. Receipts for monetary donations are available at any of the branches. Donors may request that their gift(s) be directed toward a specific branch or the library system as a whole.

### **Memorials and Honorary Donations:**

Donors are welcome to make monetary donations for the purpose of remembering or honoring individuals. Donors are asked to fill out a Donation Form specifying who the donation is in memory or honor of and who they would like acknowledgement sent to. In addition, donors may specify whether the money is for purchase of library material or a general gift to the library.

### **Materials:**

Gifts of materials may be added to the library's collection subject to the same principles and standards of selection as are applied to all materials added to the collection (see: Collection Development Policy). A library that is well-used sustains losses through ordinary wear. In addition, materials that are timely and/or popular today may become untimely or unused tomorrow. The library cannot guarantee that any gift will become a permanent part of the collection.

Donations for the Friends of the Bay County Libraries book sale are welcome. The library accepts books, DVD's, music CD's and cassettes, books on CD, and record albums. Old textbooks, Reader's Digest Condensed books, magazines, VHS or other cassette media, and encyclopedia sets are not accepted. The library will not accept items that are in poor physical condition, moldy, insect infested, or with offensive odor.

### **Art & Decoration Objects:**

In general, gifts of art objects shall be of interest to the community, of a professional quality, well executed, and in excellent condition. As with all other gifts, art objects will be accepted only with the donor's agreement that the library has the full authority to handle or dispose of the gift as it sees fit. Because of the library's limited display and storage areas, as well as focus on its primary mission as a library and not as a museum, potential donors of art and decorative objects are asked to contact the Library Director.

11/17/21 board approved