

Gifts and Donations Policy

*The library accepts gifts of books and other materials with the understanding that they will be added to the collection only if appropriate and needed. The same criteria of selection which are applied to purchased materials are applied to gifts. **Items must be current and/or popular, in excellent condition and in a durable format. The Library Director needs to be consulted before accepting donations.***

Specific memorial books can be ordered for the library on request of a patron, if the request meets collection development criteria. Memorial plates will be placed in books, at the request of the donor. The Tupper Lightfoot Library encourages and appreciates gifts and donations.

By law, the library is not allowed to appraise the value of donated materials, though it can provide an acknowledgment of receipt of the items if requested by the donor.

The following materials are accepted:

- Fiction in hardback (especially large print)
- Biographies
- Local History/Genealogy Materials
- Children's books
- DVDs

We do not accept the following materials.

- Paperbacks (unless needed to fill in gaps in collection)
- Non-fiction (except biographies or highly valued)
- Encyclopedias and textbooks
- Cassettes (audio or video) or software
- Magazines (including National Geographic)
- Newspapers
- Items not owned by donor.
- Items marked classified, such as DOD or DOE classified.

All gifts or donations become the property of Tupper Lightfoot Memorial Library, which reserves the right to keep or dispose of the items in any manner it deems appropriate. Donated items will not be returned to the donor.

A form acknowledging receipt will be completed and signed by the staff receiving the materials. The form may be used by the donor to keep an official record of the donation. The Library does not evaluate or appraise gift materials for tax purposes.

We ask that you donate only what can be easily carried inside.