

Maury Loontjens Memorial Library
Donations and Gift Policy

Library Materials and Monetary Gifts

The library board and staff will encourage the giving of money to the library, as endowments, bequests, gifts in memory or in honor of someone, or as unspecified donations. No limitations or conditions attached to a gift will be accepted unless approved by action of the board of trustees.

General Guidelines

1. The Library has limited capacity to accept and process donations.
2. The Library will only accept donated material in excellent condition.
3. The Library will only accept up to two (2) boxes of materials per patron per visit per day.
4. All donations become the property of the Library and cannot be returned.
5. Donations are accepted at the library during normal business hours. Donations should not be left at the library entrance or placed in the book drop.
6. The library cannot pick up donations.
7. Donations may be considered for inclusion in the library collection following the criteria of the library collection development policy; sold for the benefit of the library; or disposed of in a manner appropriate to their condition and usefulness.

Acceptable Materials

The Library accepts the following materials in good condition only:

- Contemporary hardcover and paperback books
- Compact discs in original cases
- DVDs, blu-rays, and video games in original cases
- Unabridged books on CD in original packaging
- Jigsaw puzzles and board games that have all pieces in good condition

Unacceptable Materials

The Library will not accept the following:

- Any materials that have mold, odors, pests, or stains
- Dictionaries

- Textbooks
- Encyclopedias
- Reader's Digest condensed books
- Magazines or newspapers of any kind
- Vinyl record albums
- Cassettes (VHS, audio) of any kind
- Computer games and software
- Computers, eReaders and other electronic items
- Games, and toys, including stuffed animals
- Used, out-of-date, or opened office supplies
- Used, out-of-date, or opened activity books

Acknowledgement and Memorial/Honor Donations

1. A donor acknowledgement letter will be provided upon request. Donations may be tax deductible. I.R.S. regulations prohibit the Library from giving estimates of value for donated materials. Donors should follow I.R.S. guidelines in completing the description of goods donated and the value of the goods donated.
2. New books or material may be donated to the library as memorial/honor gifts with the agreement of the Library Director that the material is suitable to be added to the collection. The donor may request the attachment of book plates to the donated material(s). After making the item available for inspection by the donor or the family of the honored/memorialized person, it will be subject to the same restrictions and procedures applied to regular library materials, including circulation, evaluation, withdrawal, and disposal. Book plates will be removed at the time the item is removed from the library's collection when appropriate.
3. Any Acknowledgement signage must be approved by the Library Director and the Library Board of Trustees. Any associated costs will be the responsibility of the donor. The Library reserves the right to approve or modify acknowledgement signage for any circulating or non-circulating donations or gifts.

Tangible Gifts

Gifts of tangible property other than library materials will be accepted with the approval of the library board.

Overview

The Library may accept offers of tangible gifts (hereinafter “gifts”) such as artwork, rare books, maps, furniture, etc.

Acceptance

The Board of Trustees makes the final decision on acceptance of gifts and can refuse any and all gifts at its sole discretion. The Trustees may delegate this authority to the Library Director.

Guidelines

Gifts will only be accepted by the Library if they are:

1. Appropriate to the mission and needs of the Library.
2. Unrestricted.
3. Irrevocable. Gifts will be accepted with the understanding that they are freely given with no conditions attached and the gift becomes the sole property of the Library.
4. Impose no undue financial burdens or ongoing costs on the Library.
5. The Library will be the sole determinant of its use and/or display. Any gift may be kept, displayed, sold, donated or discarded by the Board of Trustees in accordance with applicable law.

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2. The donor or their legal representative must complete a gift form that acknowledges the donor’s understanding and agreement with the terms of this policy.

Approved by Library Board of Trustees on May 18, 2026.
Jared Jacavone, Library Director