

## Policy Statement

The Comstock Township Library welcomes gifts and donations that will promote the Library's mission, programs, and services.

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## Regulations

1. The Library makes the final decision on acceptance, use, or disposition of all materials, donations, or gifts and retains unconditional ownership of same.
2. The Library reserves the right to suspend or refuse the acceptance of donated materials.
3. Checks shall be made payable to the Comstock Township Library. In no event shall a check be made payable to an individual who represents the Library in any capacity.
4. Appraisal of non-cash donations are the responsibility of the donor.
5. Gifts to the Library, a governmental unit, may qualify as a tax deduction; the donor will have to consider their particular circumstances for the specific effect and should consult with his or her tax advisor.
6. Library Materials
  - A. When the Library receives a cash gift for the purchase of materials, whether as a memorial or for any other purpose, the general nature or subject area of the materials to be purchased will be guided by the wishes of the donor. The librarian, however, will choose specific titles and retain the right of final decision.
  - B. The staff will consider donated materials for possible addition to the Library's collection using the same selection criteria as for purchased materials. Materials not added to the collection or gifts that the Library determines not suitable to accept shall be deemed to have no value to the Library and may be discarded, sold, or given away, such as to the Comstock Township Schools, for their library collection.
  - C. Special collections and memorial collections will not be shelved as separate physical entities. If accepted, these collections will be integrated into the general collection. The only form of commemorative identification will be a bookplate.
7. Donor Recognition

- A. The Library will provide written acknowledgement to the donor which clearly describes the nature of the gift and when it was received.
  
- B. Unless anonymity is specifically requested and with full respect for donor privacy:
  - i. Donor names may be published in reports to the board, press, Library newsletters, or via bookplates.
  
  - ii. The Library may choose to recognize significant contributions of time, talent, or money in other ways.

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Approved: October 12, 2020  
Comstock Township Library Board of Trustees