

ITEM NUMBER: 13.05
CHAPTER 13: Collection
Development
CODE: Procedure
COMPUTER ID: CD-5

Title: Donation Procedures
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Authorized By: Library Director
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A. Donation Procedure

Staff receiving donations should inform the donor that all donations are given to the Friends of the Library or the Library Foundation.

Staff may provide the donor with the appropriate donation forms and accept the donation on behalf of the Friends of the Library or the Library Foundation.

All monetary donations will be sent to the administration office where they will be distributed to the appropriate organization. Donations for the Friends of the Library may be placed in the Friends donation box on the first floor of the Headquarters Library.

All material donations will be given to the Friends of the Library. Library staff may give the donor a receipt for materials on behalf of the Friends of the Library.

1. All materials donated at the Headquarters library or Branch libraries must be sent to Headquarters library to be reviewed by the Friends of the Library or library staff. No donations can go directly to the collection without having been reviewed by the Friends or library staff. Materials sent to the library as subscriptions or from an outside donation program will be subject to the same review process.
2. The Friends of the Library will select items for review by Marathon County Public Library staff that will be considered as additions to the library collection. MCPL staff may select items that they deem appropriate for the collection before the items go to the Friends. MCPL Staff will make determinations for addition based on the criteria outlined in the Collection Development Policy (13.01 a b).

Donations are gratefully accepted with the provision that they may be disposed of as best meets the needs of the library. The library cannot appraise donations for the purpose of income tax deductions.

B. Specific Donation Request Procedure

The Administration Office will handle all specific request donations in amounts over \$500. The donor should fill out the contact information portion of the donation form. The form will be sent to the administration office. Administration staff will review the requests and contact donors.