

Niobrara County Library Gift and Donation Policy

Policy Statement

Gift and Donation Policies

1. Books, art objects, and other materials (interior or exterior) shall be accepted and retained on the condition that the Library Director and/or Board has the authority to make whatever disposition he/she deems advisable and in the best interest of the library. Library staff will not appraise value of donations. Staff can acknowledge receipt of donated materials if requested. Donors shall be informed of this policy both verbally and in writing. If a donor requests return of unaccepted materials, he/she will have one (1) week to claim the materials after notification by library staff. If the materials are unclaimed after one (1) week, the library will dispose of the materials in a manner which is in the best interest of the library.
2. Gifts of money, real property, or stocks shall (may) be directed to the Niobrara County Library Foundation, Inc. if any conditions attached do not violate local, state, or federal law.
3. Upon the donor's request at the time of offer of donation, name plates or plaques may be placed in or on materials added to the collection.
4. Gift and memorial donations are subject to the same collection development policies as are purchased materials. See *Materials Collection Policy*.
5. Donations of used books may be used in the library collection at the discretion of library staff; donated materials (books, videos, etc.) as well as discarded library items will be given to the Friends of the Library.

Document Review Dates

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