



Warner Library Gift Policy

Warner Library welcomes monetary gifts, bequests, endowment funds and gifts of property or materials from individuals, groups, foundations or corporations. The library accepts such gifts at the discretion of the Library Director and/or the Library Board of Trustees under the following conditions.

Book and Material Donations

The library welcomes new popular fiction and nonfiction books and audiovisual materials that will enhance the library's current collection. Items offered to be added to the collection will be evaluated using guidelines set forth in the library's *Collection Development Policy*. All donations not added to the collection will be given to the Friends of the Warner Library to sell in the library, online or at their semi-annual book sales.

Property Donations

The decision to accept gifts such as furnishings, artwork or equipment will be based on need, space, impact on staff time as well as expense and frequency of maintenance. Gifts will be accepted only on the condition that they may be used, sold, given away or discarded at the discretion of the Library Board and Library Director.

Tax Deductions

The appraisal of value of books or other items given to the library as a gift for tax purposes is the responsibility of the donor. Letters of acknowledgment for non-monetary gifts will not contain a statement of value.

Monetary Donations

The library welcomes monetary donations to support its mission and current initiatives. The Warner Library Board of Trustees conducts an annual appeal to raise money to improve the building and services of the library. Miscellaneous donations received during the year are added to the annual appeal.

The library accepts donations of money for the purchase of material or furnishings in memory of or to honor community residents or others. Although the library cannot guarantee the purchase of specifically identified titles with such funds, donors are encouraged to suggest subject areas for the use of their donation. A bookplate will be affixed to the items purchased with wording determined by the donor in consultation with the library staff. Plaques with the names of the person or organization to be honored may be placed on furnishings as well.

Adopted by the Warner Library Board of Trustees March 17, 2016