

Gifts

Sanilac District Library encourages and welcomes cash gifts, endowment funds and bequests for purchasing books, materials, equipment, and for improving the library facility.

Sanilac District Library will accept gifts with the understanding that gifts of materials will be added to the collection if they meet the standards required in the Collection Development and Materials Selection Policy. Gift materials not meeting these standards, those that are out-of-date, unneeded duplicates of items already owned, or those in a format not suitable for library use, may not be accepted or may be given to other organizations, sold at the Book Sale, or otherwise disposed of as the library deems appropriate.

Gift items will be integrated into the regular library collections in normal sequence, available to all library patrons, and otherwise handled as any other material belonging to the Sanilac District Library, including the withdrawal policy.

Gift items may be marked with an appropriate bookplate or label. A letter for tax purposes may be given to the donor if requested at the time the donation is made, acknowledging the receipt of the gift. Sanilac District Library will not determine a dollar amount for materials or other in-kind donations.

December 14, 2004