

Donations Portland Library

The Library accepts donations of materials which shall become the property of the Library. The term *Materials* pertains to books, recordings, or any items in the library collection.

Only materials donated without restrictions will be accepted, and they are evaluated using the same criteria as materials that are purchased. If the Library Director determines that the materials will be in demand and will enhance the collection, the materials will be cataloged and added to the collection.

Gifts intended for the library collection shall meet the same selection criteria as purchased materials. The Library shall retain unconditional ownership of all donations and shall make the final decision on acceptance, use, or disposition. Donated materials added to the collection are subject to the same withdrawal and replacement criteria as materials purchased by the library.

Materials not needed, but in good condition and still of value, may be offered to another organization or given to the Friends of the Library for its book sales.

When the Library receives a cash gift for the purchase of materials, whether as a memorial or for any other purpose, the general nature of the subject area of the materials to be purchased shall be based upon the wishes of the donor. However, the library staff, in accordance with the needs and selection policies of the Library, shall make selection of specific titles.

Special collections and memorial collections, if accepted, shall not be shelved as separate physical entities nor accepted with any stipulations as to their use and disposal. Items in a collection shall be entered into the general collection.

Donations are acknowledged online and in newsletters, with the donor's name unless anonymity is requested. Bookplates are added to items on request by the donor. A gift plate may be used for memorial identification.

Receipts will be given to the donor and may name the item or describe the general nature of the donation and the number of items donated. The appraisal of the gift for tax purposes shall be the responsibility of the donor.

The Library Board shall decide whether to accept artwork, collections, plants, and furnishings. Due to limited display space, as a general rule, the Library is unable to accept donations of art or other objects for permanent display in the Library.

Approved by the Library Board
November 23, 1992

Revised April 19, 1993
Revised December 21, 1995
Revised February 26, 1998
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