

Adopted 8/26/2013
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Newell Public Library

Donation Policy

The Newell Public Library is enriched by donations of monetary as well as material contributions. Gifts are gratefully accepted, with the stipulation that the library shall have complete control over their use.

The Newell Public Library accepts donations of books, audio-visual materials, complete puzzles, cake pans, complete board and card games, and current magazines. Any donated items needed for the library collection are routed directly to the library based on the same criteria applied to regular library purchases. Materials added to the collection become the unrestricted property of the Newell Public Library and as such may be withdrawn from the collection. All other items may be sold in-house or on-line for the benefit of the library. Donated items that are not used for the collection and prove unsellable will be recycled or otherwise disposed of. All donors who so desire are given a receipt itemizing the number of items donated. The Newell Public Library will not place a monetary value on gifts. If appraisals are desired, they must be accomplished by the donor at their own expense by a qualified appraiser.

The Newell Library does not accept magazines more than one year old, materials in poor condition or books that are mildewed, dusty or soiled. The library also does not accept donations of toys.

Memorial gifts of money for the purpose of purchasing library materials may be donated in honor of a friend or relative. Purchased materials are marked with a special bookplate. The library will work with the donor to select appropriate titles in accordance with the "Collection Development Policy" of the Newell Public Library.

Special collections and memorial collections may be accepted at the discretion of the library staff with the understanding that they may not be shelved as a single physical entity, but will be integrated into the general collection. Memorial identification will normally be in the form of a special bookplate.

Personal property, art objects, memorial or commemorative objects, displays or plaques, portraits, artifacts, antiques, museum objects, and similar items are not generally accepted as gifts. Under certain circumstances and with approval of the Library Board of Trustees, when such a gift meets the mission and needs of the library, the gift will be accepted.

The Newell Public Library reserves the right to decline any gift which does not further the mission or goals of the library or which would result in the incurrence of excessive expense or administrative effort. All gifts may be utilized, sold or disposed of in the best interest of the Library.