

Gifts, Donations, and Memorials

I. Memorial and Honorary Gifts

The Library is happy to accept gifts in memory or in honor of individuals, groups, or organizations. Forms are available for the donor to fill out, to aid the staff in the selection of appropriate materials. Upon receipt of the item, the Library will send an acknowledgment of the gift to the donor and to whoever the donor has requested be informed of the gift. A bookplate is placed on or inside the item, recognizing the donor and the person being honored. The Library staff will make every effort to order particular items requested by a donor. If a requested title is not available, the staff will inform the donor and arrange for an alternate selection. Ordinarily, the Library staff will purchase the requested item through one of its vendors. If the donor wishes to purchase the item on behalf of the Library, it must first be approved by the designated staff member. All library materials donated as memorials or gifts must meet the selection criteria of the Town and Country Public Library District.

The Library District cannot guarantee that every item donated will be kept forever. The collection is evaluated periodically, and items deemed no longer useful are discarded. The Library is not responsible for informing donors or other interested parties of the withdrawal of any donated materials.

II. Other Gifts

Acceptance of donations of equipment, real estate, stock, artifacts, works of art, collections, and large monetary gifts will be determined by the Library Board, based on suitability to the purposes and needs of the Library, laws and regulations that govern ownership of the gift, and the Library's ability to cover insurance and maintenance costs associated with such donations.

Approved: February, 2003

Amended: January, 2023