

The Norwin Public Library
Gifts and Donations Policy

Adopted by the Norwin Public Library Board of Trustees June 14, 2021

- 1) The Library welcomes gifts of new and very gently used books *published within the last five years*, books on CD, DVDs, and similar materials. The Library does not accept VHS tapes, Magazines, Encyclopedias, or Readers' Digest Condensed Versions.
- 2) Items will be added to the collection in accordance with needs of the Library. The Library Director, with authorization from the Board of Directors, is responsible for the acceptance of these gifts. Once donated, items become the property of the Norwin Public Library. If they are not added to the collection, these items may be given to the Friends of the Norwin Public Libraries, other Libraries and other non-profit agencies, sold, traded or discarded as the Library Director sees fit unless prior arrangements have been made to the contrary.
- 2) Donated items will not be returned to the donor and the Library will not accept any item that is not an outright gift. The Library also reserves the right to decide when a gift added to a collection needs to be withdrawn.
- 3) The Library will not offer a receipt of donated items. If items are being donated to obtain a tax benefit, the donor should choose another organization to benefit.
- 4) Acceptance of donations of equipment, real estate, stock, artifacts, works of art, and collections, etc. will be determined by the Library Board based on the suitability to the purposes and needs of the Library and laws and regulations that govern the ownership of the gift.