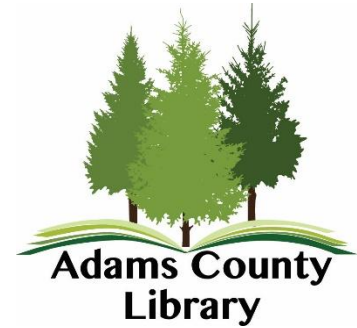


# Adams County Library

## Gifts and Memorials Policy



The Adams County Library welcomes gifts of library materials, money, or real property. These gifts help enrich and improve public library resources.

- Personal property, art objects, portraits, antiques, and other museum objects will not be accepted unless approved by the Board of Trustees. Gifts of money, real property, and/or stock will be accepted if conditions attached thereto are acceptable to the Library Board of Trustees.
- Monetary contributions are allocated by the Library Board for purchase of materials or programs not supported by the Library's operating budget.
- Memorial gifts of money for the purchase of books or other library materials may be donated in honor of a friend or relative, and are marked with a special bookplate. A Memorial or Gift Donation Form should be completed. The Library will be pleased to select appropriate titles in memory of a relative or friend.
- Used books and paperbacks can often be used in the Library's collection. Items not needed by the Library are sold by the Library at book sales and through other venues.
- Generally, the Library does not accept textbooks, sets of old encyclopedias, abridged books such as Reader's Digest editions, or books in poor physical condition. The Library reserves the right to refuse donations if the Library Director determines they are not of use to the Library.
- The Library applies the same criteria for evaluating gift items as it applies to purchased material. Gift items will be withdrawn from the Library's collection in the same manner as purchased materials. The Library does not accept responsibility for notifying donors of withdrawal or replacement of gift items.
- All gifts are tax deductible. A receipt for donation of materials will be provided upon request. The Library does not place a financial value on materials received.
- No gifts are accepted unless given to the Library without restriction. All gifts may be utilized, sold, or disposed of in the best interest of the Library.

*Policy amended 05/15/2023; reviewed 04/21/2025*