

## **Camden County Library District Policy Manual**

### **Section 2. Operating Policies Subsection 5. Gifts/Donations**

The Camden County Library District accepts gifts from private individuals, businesses, and other groups with the understanding that they will be added to the library collection only when needed. The library reserves the right to reject any gift for any reason or no reason. All gifts become the property of the library and may be used at the discretion of the library director. The donor receives no goods or services for donations. A donation form stating what has been donated will be given to the donor upon request. Donors may request that cash gifts be used for the purchase of books or other materials.

All gifts will receive an acknowledged letter or an appropriate receipt. Gifts of new books will be accepted if they fit within the library's book selection policy. Gifts of used books will be accepted only if the library has the authority to use the books or dispose of the books as it sees fit.

Gifts to the Library District are tax-deductible; however, the library cannot assign a dollar value to the materials donated.