



GIFTS AND DONATIONS

Longwood Public Library welcomes donations of books, audiovisual materials and other similar items from the public. Donated items must be in good condition and free of odor, mold and infestation. The library reserves the right to refuse items that are damaged, dirty or otherwise in poor condition, as well as the following formats: magazines, newspapers, textbooks, encyclopedias, or outdated media formats. Once donated, any items become the property of the library and may be added to the library collection, or given to other libraries or non-profit agencies including the Friends of the Longwood Public Library.

Should donated material be deemed unacceptable for these options, it may then be otherwise disposed of at the discretion of the Director or designee.

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 will acknowledge receipt of donated items but is unable to set fair market or appraisal values.

Monetary gifts, bequests and memorial or honorary contributions are particularly welcome. Undesignated funds will be used to purchase items in accordance with the selection policy of the library. Designated donations will be applied in accordance with the donor's wishes. Books and other materials purchased with bequests and memorial or honorary contributions will be identified with special donor plates whenever possible. If requested, notification of memorial or honorary contributions will be sent to the family of the person being recognized. Suggestions for subject areas or other areas of interest are welcome and will be followed to the extent possible.

Policy 600-120
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