

Donation Policy

Purpose:

The Clatskanie Library District welcomes and encourages donations. The purpose of this policy is to provide guidance to those who wish to support the library through a financial or other donation.

- The Executive Director, or designee, has the authority and responsibility to accept donations that have a clear benefit and relevance to the Library's initiatives.
- Significant donations will be reported to the Board of Directors, who will thank the donor.
- The Library does not establish or verify the value of donated items. All donated items are outright gifts to the Library.
- Library supporters are encouraged to make financial donations to the Friends of the Library group.
- The library's Collection Development plan is the basis for staff decisions about adding materials to the collection.
- The decision to accept the donation of materials is made by designated staff.
- Donated items become the property of the Clatskanie Library District, which has the final decision on retention, location, and disposition.

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