

Subject: Donation Policy

Date Issued: 9/14/2021

Last Revised:

The mission of Clatskanie Library District is to provide the community with a place to expand their knowledge and create community.

Policy Statement

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.

Guidelines used for donations

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.