



Upper Dublin Public Library

Gift/Donation Policy

*Connecting people and ideas to educate, inspire and strengthen the Upper Dublin community. **UDPL—We're About You!***

The Upper Dublin Public Library welcomes and encourages gifts and donations that are consistent with the Library's mission to enrich the community by inspiring the joy of reading, the discovery of ideas, and the pursuit of information.

The Library accepts appropriate donations of books, audiovisual materials, and other informational materials for its collection. The Library also accepts appropriate equipment, furniture, and other similar assets for its facilities. The Library endeavors to accept donations that are consistent with the Library's mission and designated needs. Library donors may include individuals, businesses, civic organizations, and foundations.

The Library reserves the right to accept or to decline acceptance of any offered donation. Once a donation is accepted, it becomes the sole property of the Upper Dublin Public Library. The Library reserves the right to decide upon the disposition of all gifts received.

Donations of Books and Audio-Visual Materials

The Friends of Upper Dublin Public Library gratefully accepts gently used donations of hardback books, paperbacks, children's books, DVDs, audiobooks on CD, music CDs, and puzzles, all of which may be sold to raise funds for the Library.

Donations are accepted in portable containers (bags, boxes, etc.) at the Library front desk. Donations should not be put in the book drop or left in front of the building. Donors may ask for a letter acknowledging the donation. However, Library staff cannot appraise items nor indicate a value in the acknowledgment letter. Time permitting, Library staff will review donations and consider adding them to the Library's collection in accordance with the Materials Selection/Collection Development Policy. The Library and the Friends of the Library reserve the right to sell or otherwise dispose of donations not added to the collection.

Due to the lack of storage space and the difficulty of resale of some materials, not all donations are acceptable. We urge donors to observe these guidelines because unacceptable materials must be discarded at Library expense.

The Library **cannot** accept:

- damaged books, including damaged spines, water damage, torn covers or pages, highlighted material, books written in or marked on (except signed or inscribed)
- encyclopedias more than 5 years old, or sets missing volumes
- reference books more than 3 years old
- computer books/manuals more than 5 years old
- magazines, including National Geographic and American Heritage
- Reader's Digest Condensed Books
- textbooks
- bulk packs or other bound study materials
- vinyl records
- videocassettes
- audiobooks or music on cassette tape

Financial Gifts

Monetary contributions to the Library are appreciated and welcomed. Individuals, businesses, civic groups, and foundations may contribute funds to benefit the Library in the following ways:

- Friends of the Upper Dublin Public Library

Become a Friend or make a donation. The Friends is the Upper Dublin Public Library's sole fundraising body. It is a nonprofit, volunteer organization that stimulates public interest in the Library and supplements funding to support its cultural, educational and special needs. Primarily using the proceeds from an ongoing book sale and membership dues, the organization generously funds all the Library's paid programming throughout the year, including the popular summer reading club, so that most programs can be offered for free to the community. Additionally, Friends funds have been used to purchase new collections, equipment and furnishings. The Friends is a Board-managed tax-exempt 501(c)(3) organization; membership fees and donations are tax deductible to the extent allowed by law. Donors will be acknowledged with a letter stating the amount donated. Employer matching gifts are accepted and greatly appreciated.

- Tribute & Memorial Gifts

Celebrate a special occasion, pay tribute to a friend or memorialize a loved one by giving a Tribute or Memorial Gift to the Upper Dublin Public Library. For a \$25 minimum donation, the Library will select a book or audiovisual material for its collection in the name of your friend or loved one.

Donors may request that a gift be purchased from within a subject area, but title selections will be made by staff in accordance with the Materials Selection/Collection Development Policy and will be based on need. The gift will have a bookplate acknowledging the honoree and acknowledgement letters will be sent per the donor's request. Tribute and memorial gifts will be evaluated as part of the Library collection, and may be withdrawn at a later date when deemed appropriate according to the Library's weeding guidelines.

- Upper Dublin Public Library

Monetary donations may be made directly to the Upper Dublin Public Library via Upper Dublin Township. As a department of the Township, the Library abides by the Township of Upper Dublin Policy for Monetary Donations to the Township and Township Agencies (Upper Dublin Public Library Instructions, Procedures, and Policies Manual 14-4).

Remember the Upper Dublin Public Library in your will. A bequest to the Upper Dublin Public Library creates a legacy for generations.

Other Gifts or Loans

All other gifts or loans besides those defined above, including, but not limited to, gifts or loans of artwork, historic artifacts, and rare or historic books, manuscripts, maps, photographs and other textual and graphic materials, must be offered in writing to the Library Director. All conditions pertaining to the donation or loan must be clearly stated at that time. These gifts or loans will be considered in light of, among other criteria, relevance to the Library's mission, space required to properly maintain and/or display the gift(s) or loan(s), and adequate Library resources to maintain and protect the gift(s) or loan(s). If necessary, the Library Board of Trustees will make the final determination to accept or decline the gift or loan. All gifts accepted become the property of the Upper Dublin Public Library and may be sold or discarded at the Library's discretion. The Library's acceptance of materials on loan may be conditioned on the donor entering into an agreement with the Library that establishes the terms and duration of the loan.

Adopted by the Upper Dublin Public Library Board of Directors 04/17/2013, rev. 8/17/16