

Gifts and Donations Policy

1. All gifts shall be gratefully accepted. Gifts with specific specifications attached shall be reviewed by the Morton-James Public Library Board before acceptance. The library retains unconditional ownership of the gift.
2. Acceptance and distribution of monetary donations, real estate, stocks or bequests will be directed by the Library Board to the Morton-James Library Foundation or in the case of a monetary donation to the library's donation account.
 - a. The following monetary amounts will be recognized on the Donor Board:
 - i. \$500 to \$999
 - ii. \$1000 to \$4999
 - iii. \$5,000 to \$9,999
 - iv. \$10,000 to \$49,999
 - v. \$50,000 to \$99,999
 - vi. \$100,000 to \$499,999
 - vii. \$500,000 and above
 - b. Donations may be cumulative at the discretion of the donor or the Library Board.
3. Gift books and other new materials will be accepted with the condition that the Library Director has the authority to make whatever disposition he/she deems advisable.
 - a. Gift books purchased with donated money will have a bookplate included to identify the donor and the purpose of the donation, or the donor may wish to remain anonymous.
 - b. Gift books are new materials purchased specifically for a donation to the library
4. Personal property, art objects, portraits, antiques and museum items will be evaluated individually as to their suitability for inclusion as a part of the Morton-James Public Library collection by the Library Board and Library Director.
5. The Library will accept materials on indefinite loan which are not a gift, if the material is of value to the Morton-James Public Library, and the library is not responsible for any loss or damage to the collection while it is housed in the Library and the collection conforms to the library policies.
6. Used materials will not be considered gifts. Acceptance or refusal of donated used materials to be placed within the collection is at the discretion of the Library Director. The following conditions apply:
 - a. The items must be clean and in good condition.
 - b. The copyright date is within the last five (5) years.
 - c. The item will be used if it is needed for a replacement or second copy.
 - d. If the item isn't already in the library inventory and the content is of value to the library, the library director may choose to add the item to the collection.
 - e. The library director has the choice to offer used materials to another library, place in the used book store or sell at a used book sale.
 - f. The library does not make monetary valuations on donated material, but will upon request provide an invoice with the number of materials received.
 - g. Used materials will not have a bookplate attached to the item.