

Heyworth Public Library District Donation Policy

Members of the community can support the mission of the Heyworth Public Library through gifts in the form of materials or financial support. Monetary gifts are welcome and are used to advance the library's reach and enhance its services, not to fund normal operating expenses. Gifts of books and other library materials are gratefully accepted by the library with the understanding that they will be considered for addition to the collection in accordance with the Materials Selection Policy. Artifacts or gifts of artwork, equipment, furniture, etc. are accepted only with the prior approval of the Director.

Gift plates and letters of acknowledgement are appropriate stipulations by a donor, but other requirements will be evaluated carefully before the gift is accepted. All gifts become property of the Heyworth Public Library District. The library reserves the right to sell or otherwise dispose of gift materials not added to the collection.

Inquiries about naming Heyworth Public Library District as the beneficiary of a will or trust should be directed to the Director.

Guidelines

Library staff will evaluate donated materials to decide which are appropriate to add to the collection; other materials will be put in the book sale or recycled. Proceeds from the library book sale benefit the library collection in general and/or other library projects and services.

Acceptable donations

- Financial support
- Local history materials from the McLean County and Heyworth area
- Foreign language materials
- Hardcover or paperback books and audiovisual materials in good condition
- DVDs and music CDs in the original packaging
- Accounting, computer science, economics, law, medicine, and science books that are less than 5 years old
- Other items currently in circulation (ex. puzzles, cake pans, etc.)

Unacceptable donations

- Old editions of standard encyclopedias
- Textbooks
- Reader's Digest Condensed Books
- Magazines older than one year
- Items that are marked, yellowed, musty, or damaged

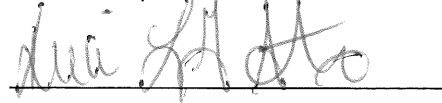
Heyworth Public Library District Donation Policy

A letter of acknowledgment will be sent to the donor, if desired. However, the library cannot appraise books or indicate a dollar value for the donation.

Reviewed: March 14, 2023



President, Board of Trustees



Secretary, Board of Trustees

Adopted 02/08/11
Reviewed 10/14/14
Reviewed 03/14/23