



Allen Parish Libraries

"Bringing the World to You"

Gifts and Donations Policy

Guidelines

Material gifts

The Allen Parish Libraries accepts unrestricted, irrevocable gifts of books and other library materials. Materials that fall within the scope of the library's Collection Development Policy and are not already held within the library's collection are particularly welcome.

All donations immediately become the library's property and cannot be returned. Gifts may be added to the collection or discarded if necessary. The library will make the final decision regarding the disposition of gifts; all proceeds from the sale of the gift will be used to purchase new materials for the library.

Donation Criteria

Criteria for adding materials include timeliness, condition, and relevance to collection policies. Materials donations should generally be at least three (3) years old and in good condition (i.e., not musty, moldy, damp, etc.). Donations falling within the following categories will not be accepted nor added to the library's collection:

- Encyclopedias
- Old Magazines
- Textbooks
- Music CDs or Cassette musical sound recordings
- Materials with highlighting or handwriting
- CD ROMs
- Scratched or Worn Media

Donations that will be accepted:

- Books
- Books CDs
- Video Games for Wii
- DVDs
- Children's VHS Cassettes
- Yearbooks

Allen Parish Public Libraries will not assign a value to donated gift materials. However, the library will stamp or sign the patron's list of items for X number of books, boxes of books, books-on-tapes, etc., which you can use for tax purposes.

Monetary gifts

Monetary gift funds are encouraged. Gift-giving opportunities are:

- Programs for library patrons of all ages. This includes special presentations by authors and performances for children.
- Summer Reading Program—reading-related incentives are awarded throughout the summer program.

Memorials/In Honor of

In honor of or in memory of someone, library materials can be purchased with money donated by patrons. They might offer general thoughts on the topic. Materials are selected and purchased by the Director. A special bookplate is placed on the fabric. An acknowledgment of the donation is sent to the deceased's family, and a note of appreciation is sent to the donor. A direct gift of authentic materials is deterred as these are often inconsistent with assortment choice principles regarding cash, authority, etc.

Allen Parish Libraries are committed to providing materials and services to meet our community's lifelong educational, informational, cultural, and recreational needs.