

## DONATION OF LIBRARY MATERIALS

### DONATIONS

The Library Board of Trustees welcomes the generosity and thoughtfulness of the community in supplementing the library collections through monetary donations and memorials. The Board requires that all **All** such gifts, grants, donations, devises, or bequests **be accepted on its behalf must be received and accepted** by the Library Director **in keeping with guidelines established by the Board. on behalf of the board of trustees. See also Policy 1004 (Donations).** [Make this a link.](#)

#### Donations of physical materials

Donated materials are accepted with the understanding that they will be handled or distributed through balancing the best interests of the library system with the intent of the donor. Upon request, ImagineIF Libraries will provide the donor a receipt, but will not appraise the value of donated items. [This sentence has been moved elsewhere.](#) Donated and memorial materials are subject to the same standards as the rest of the library collection. The criteria for selection and withdrawal of library materials apply to all items in the library collection, regardless of their origin. Once a gift is accepted, it becomes the property of ImagineIF Libraries, to be used or disposed of in accordance with the policies established by the Board of Trustees. **ImagineIF library policy.** If added to the library's collection, all materials will be shared by the entire library system and will be made available to all borrowers, including participants in the Montana Shared Catalog Partners Resource Sharing Group. While all donations are reviewed by selectors, due to space constraints, as well as the cost of cataloging and processing donated materials, most donated materials are not added to the collection. If donated materials are not added to the collection, they are subject to the same disposition process described in this policy.

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~~ImagineIF Libraries will not return unsolicited materials, nor will it be responsible for payment of costs incurred when unsolicited materials are sent. This sentence has been moved here.~~

### Monetary donations

~~Monetary gifts, grants, donations, and bequests intended for the purchase of library materials shall be placed in the ImagineIF Libraries Gift and Memorial fund to be expended. Fund 7055 (Gift Fund).~~

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~~Donors of funds for the purchase of library materials are encouraged to provide some guidance in the selection of materials by specifying an appropriate broad subject area. While taking under advisement the donor request, ImagineIF Libraries reserves the right to the final decisions regarding all materials. Whenever possible, a donor's wishes will be taken into account when purchasing materials with donor funds. However, the Collection Management Policy will be followed in order to ensure a balanced collection. Library materials purchased with donated funds may be designated by a bookplate or other appropriate identification at the request of the donor. Monetary gifts, grants, donations, and bequests shall be placed in the ImagineIF Libraries Gift and Memorial fund to be expended. This sentence has been moved elsewhere. If a monetary gift, donation, or bequest is substantial, and if the intended purpose allows such transfer, the Board of Trustees may consider transferring it to the ImagineIF Library Foundation for investment and management in keeping with the intent of the donor. ImagineIF Libraries will not return unsolicited materials, nor will it be responsible for payment of costs incurred when unsolicited materials are sent. This sentence has been moved elsewhere. Unsolicited materials will be added to the collection or disposed of accordingly.~~

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