## **Gift & Donation Policy**

Yankton Community Library welcomes materials in good condition offered as gifts. All gifts are evaluated in the same manner as new materials for inclusion in the collection under our Collection Development policy and, as such, may be accepted into the collection, donated to the Friend of the Yankton Community Library or discarded. Gift plates are not placed in used items. The library will not provide donors with an itemized list of donated materials or provide an appraisal of the items.

The Friends of the Yankton Community Library will accept donations of gently used items, including books, DVDs, CDs, Audiobooks, Puzzles and other suitable library materials. Donated items may be sold, discarded or donated to another organization. Proceeds from the Friends' book sales are used to further enhance the library's collection, programming and equipment. The Friends will not accept encyclopedia sets, textbooks with a copyright date older than ten years, or items that they consider to be in poor physical condition.

Donation receipts for tax purposes are available upon request. The donor will estimate the value and assign it to the receipt.

Monetary donations are always welcome to fund the Summer Reading Program, special programs and equipment. Monetary donations in memory of loved ones are also accepted. Book plates may be requested to be placed in materials purchased with these donations.