Kutztown Community Library

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Donation Policy

The purpose of this administrative policy is to provide a process for accepting gifts and donations to the library of items other than what can be used in the collection.

1. Gifts and donations (such as art, furniture, etc.) or monetary gifts must be discussed with the Library Director or designee. All conditions pertaining to the donation must be clearly stated by the donor at that time, and the donor will be given a copy of this policy.

2. Gifts and donations are accepted only if the Library Director or designee determines that they can be used by or benefit the Library. The Library Director shall make the final decision whether to accept or decline the gift. Gifts will be considered with the following criteria:

- Relevance to the Library's Mission Statement
- Space required to house or store the gift(s)
- Cost to insure, maintain, or preserve the gift(s)

3. All exhibits of donated items may be temporary or rotated at the discretion of the Library Director.

4. The Library accepts gifts and donations with the understanding that, upon acceptance, the gift or donation becomes the property of the Kutztown Community Library and may be sold or stored at the Library Director's discretion.

5. The Library Director will accept written requests for reconsideration of the Library Director's decision. The Board of Trustees will discuss the request and will send a written response to the potential donor.

6. Upon acceptance of the gift, the donor will be given a receipt if requested.

Approved: June 9, 2016
Reviewed: September 12, 2019
Reviewed: November 10, 2022