

Policy: 427
Subject: Donations and Contributions
Reviewed:
Approved: 03/08/1993
Revised: 10/10/1997

- 1) Monetary Gifts to Library Employees
On occasion, an organization or patron may wish to reward staff for services performed during or after regular working hours.
 - a) Monetary gifts must be refused to avoid any conflict of interest.
 - b) Receipt of a material gift (e.g. candy, cookies, etc.) is acceptable.
- 2) Donations and Bequests
 - a) The appraisal of a gift to the Library for income tax purposes is the responsibility of the donor. The Library will give a receipt acknowledging the gift but will not indicate a monetary value.
 - b) Milford Township Library accepts books and other donated items within the following guidelines:
 - i) The Library retains unconditional ownership of the item donated and may choose to sell, recycle, or give item to another organization if not added to the collection.
 - ii) The Library reserves the right to decide conditions of display and access for all donated items.
 - iii) The Library accepts clean books in good condition which have been published within the last five years.
 - iv) The Library does not accept used magazines, textbooks, or Reader's Digest Condensed Books.
 - v) Materials donated to the Milford Township Library may be added to the collection if they meet the criteria of the Library's Materials Selection Policy.
- 3) Memorial and Other Special Occasion Gifts
 - a) Memorial forms are available in the form box at the Circulation Desk.
 - b) Every effort will be made to purchase specific materials.
 - c) A Thank-you note will be sent to the donor and a notification note will be sent to the recipient/family.
- 4) Local Organization Materials
 - a) Upon written request and within limitations of space, the Library will store materials relating to community organizations.
 - b) The Library will be responsible for security only in relation to other Library materials.
 - c) Materials will be available for Reference Use in Library only.
 - d) Current Library holdings include:
 - i) Paper copies of Milford Times, Collection of Margaret Rowe Mastick
 - ii) Genealogical and Historical Documents, Collection of Margaret Rowe Mastick
 - iii) Milford Garden Club Memorabilia
 - iv) Huron Valley Arts Council