

Archbold Community Library

Gifts to the Library

The Archbold Community Library welcomes and strives to honor the requests of individuals wanting to give donations to the library that are consistent with the library's Collection Development Policy. The following shall guide the acceptance of gifts to the library:

Materials in General - Gifts of miscellaneous books or other materials will be accepted with the understanding that they become property of the library and are added to the collection only if they are needed and meet the criteria of the collection development policy. Items not added to the collection will be sold at the annual book sale, given to other libraries or disposed of at the discretion of the library.

Memorials/Recognition Gifts - The library welcomes monetary gifts for purchase of library materials given in honor of individuals or organizations or in memory of individuals. The names of the donor(s) and the individuals or organizations honored or memorialized by the gift will be noted on a bookplate and affixed to the material.

Withdrawal of Gifts - Recognizing that library materials do not last indefinitely or at some point in time may no longer be useful to the library, the library reserves the right to withdraw gift items under the same criteria that applies to all library materials. The library does not accept responsibility for notifying donors of withdrawals or replacement of gift items.

Other Monetary Gifts - The library welcomes gifts of cash for the direct purchase of library materials and will try to accommodate the subject or title preference of the donor. A bookplate recognizing the donor will be affixed to the material if desired. Gifts of substantial cash offerings, securities, real property and other bequests will be handled by the Director, who, with the Board of Trustees, will work out terms of acceptance that are compatible with library policies, the donor's intent, and applicable laws.