



Donation Policy

The Fortville-Vernon Township Public Library appreciates both monetary and material donations. Thanks to the generosity of our patrons, the Library can add to collections and offer new programs and services.

The Library will accept donations based on the following guidelines. Materials not meeting this policy's criteria will not be accepted.

Monetary Donations: Any monetary donation to the Library is welcome, however donors cannot allocate the specific use of the funds. Gifts can be made towards the collections, programs and services, but donors cannot stipulate a specific title or program.

Donation of Materials: Material donations are greatly appreciated. The following are the guidelines of what the Library can and cannot accept.

- Acceptable donations:
 - Gently used books for all ages and in all genres
 - DVDs - in cases with no scratches
 - Magazines - fewer than three years old
 - Item with specific legacy and value in Vernon Township, with Director approval
- Unacceptable donations:
 - Materials in poor condition – torn, moldy, smoky, water damaged, dirty, or missing pages
 - Reader's Digest condensed books
 - Textbooks
 - Encyclopedias
 - Any nonfiction book that is older than five years
 - VHS and Cassette tapes
 - Homemade books, booklets, scrap books or audio-visual materials
 - Anything of a pornographic nature

Donations will only be accepted during operating hours at the service desk. Due to limited storage and shelving space, the daily donation limit is **25 items per household**.

Any material accepted by the Library becomes Library property, with no restrictions on storage, display or use. Books and DVDs added to the collection will follow the same guidelines of use as stated in the Library's Collection Development Policy. The Library reserves the right to dispose of any donation at any time, without notification to or approval by the donor. No item donated to the Library will be returned to the donor.

Recognition of Donation: Upon request, the Director will provide a letter of acknowledgment for any monetary gift. A receipt is available for material donation. No value will be given to non-monetary donations. The establishment of a gift's value is the responsibility of the donor.

Policy adopted by the Fortville-Vernon Township Public Library Board of Trustees on December 27, 2018.