

Muscoda Public Library Gift Policy

Philosophy and Purpose

Muscoda Public Library welcomes gifts of all types including library materials, equipment or funds for the purchase of materials and equipment. The library encourages gifts of cash not earmarked for specific items in order to permit the most flexible use of donations for the enrichment of the library's resources.

Terms of Acceptance

The library must be allowed to make the final decision on its use or other disposition of a gift. The library will not affix a value for income tax purposes to donations of books or equipment, but will, upon request, acknowledge the gift by letter and specify the type, quantity and condition of the gift for the donor's records. The library will also insert "bookplates" in books purchased with gifts and memorials.

Any gift accepted by the library is subject to the following conditions:


1. The library assumes unconditional ownership of all gifts.
2. The library reserves the right to decide conditions of display and access to the material.
3. Books and other materials donated to the library will be evaluated on the same basis as purchased materials.
4. The library cannot notify donors when gift items are withdrawn from the collection or lost.
5. Gift items not added to the library may be sold, given to another governmental or nonprofit agency, or, if no other options exist, discarded.

Administration of this Policy

The Library Director shall be responsible for the administration and interpretation of this policy.

Adoption

This policy has been adopted by action of the Library Board of Trustees on the 5th day of February, 2025.



JoAnn Wiederholt, Library Board President