

Kindred Public Library
MATERIAL and FINANCIAL DONATION POLICY
Amended: 09-08-2025

The Kindred Public Library will accept all items in good repair and deemed useful. The Library will make every effort to incorporate donated items into the resources collection or physical property of the Library. If requested, a Donation Receipt form should be completed by donor.

Books: The Library accepts donations of books, single copies and bulk amounts, under the following stipulations:

- 1) The Library accepts donations of books only during regular Library hours. Donations must not be left outside of the Library. The Librarian must verify the donation contents can be accepted based on current policy. Arrangements can be made to submit donations outside of open hours if the Library is contacted in advance.
- 2) Using the Material Selection policy, all donated books will be reviewed. The Library will make an effort to incorporate donated books into its collection. Reasons for not keeping a donated book may be:
 - a. Physical condition
 - b. Usefulness and appropriateness to the whole collection
 - c. Duplication of title or subject matter
 - d. Age (accuracy and currency of material)
- 3) Donated items not accepted:
 - Business, school and college textbooks
 - National Geographic issues
 - Readers Digest magazines and condensed volumes
 - Cookbooks
 - Decorating books
 - Non-fiction books except those recently published
 - Any material prohibited by ND State Statute

Memorial Books and Special Collections: Memorial Books: Books may be purchased by the patron or requested for purchase. Memorial books can be given for any age group. If requested, a bookplate will be placed in the book, mentioning the person donating the book, date, and person's name in whose memory it is given.

Money: Donations of money may go toward operational expenses unless designated for a specific purpose at the time of donation. Receipts for monetary donations may be given for amounts of \$25 or more at the request of the donor.

Other Donated Items: Any donations of newspapers, magazines, furniture, supplies and equipment must be approved by the Director in advance of the donation.

Receipts: Recognition of Book Donations

- 1) Thank you notes may be written for materials given at the discretion of the Director.
- 2) Periodically, donations given to the Library may be mentioned in the newspaper or library newsletter or posted in the Library.