

Moffat Library of Washingtonville

Gifts Policy

The Moffat Library of Washingtonville will encourage and accept gifts with the understanding that gifts of materials will be added to the collection if they meet the same standards of purchased materials. Gift materials not meeting these standards, those that are out-of-date, unneeded duplicates of items already owned, or those in a format not suitable for library use, may be given to other organizations, sold at the Friends Book Sale or other library sale, or otherwise disposed of as the library deems appropriate.

Gift items will be integrated into the regular library collections in normal sequence, available to all library patrons, and otherwise handled as any other material belonging to the Library.

Gift items may be marked with an appropriate bookplate. A letter for tax purposes may be given to the donor if requested at the time the donation is made, acknowledging the receipt of the gift. The Library will not determine a dollar amount for books or other in-kind donations.

***Approved with revisions
9/26/05***