

Correctionville Public Library Donation Policy

Correctionville Public Library is frequently benefitted by donations, both material and financial.

The library accepts donations of books, audio-visual materials and current magazines. All donated items for our collection are routed directly to the library based on the same criteria applied to regular purchases. Materials added to the collection become the unrestricted property of the Correctionville Public Library and as such may be withdrawn from the collection. Donated items unable to be utilized will be sold in-house for the benefit of the Library. Donated items that are not used for the collection and prove unsellable will be recycled or otherwise disposed of. All donors who so desire will be given a receipt itemizing their donation(s).

The library does not accept encyclopedias, or items in irredeemable condition. Memorial gifts of money intended to purchase library materials may be donated in honor of a friend or relative. Purchased materials will be marked with a special bookplate indicating the donor. The library will work with donors to select appropriate titles in accordance with the "Selection of Library Resources" policy of the Correctionville Public Library.

Special collections and memorial collections may be accepted at the discretion of the Library Director with the understanding that items may not be shelved as a single physical entity but will be integrated into the general collection. Memorial identification will normally be in the form of a special bookplate.

The role of the Correctionville Public Library in collecting historical artifacts relating to Correctionville is limited to photographs, papers, maps, newspapers, scrapbooks, diaries, and other print material.

Personal property, art objects, memorial or commemorative objects, displays or plaques, portraits, artifacts, antiques, museum objects and similar items are not generally accepted as gifts. Under certain circumstances, with approval of the Library Board, such gifts that meet the mission and needs of the Library will be accepted.

The Correctionville Public Library will not place a monetary value on gifts. If appraisals are desired, they must be accomplished at donor's expense.

The Correctionville Public Library reserves the right to decline any gift. All gifts may be utilized, sold or disposed of in the best interests of the Library.