**Donations and Gifts Policy**

All contributions and gifts given to the Cresco Public Library are appreciated as it helps the library offer more resources to our patrons and community members.

Donations of books, magazines, and other items to the Cresco Public Library are welcome if they meet the following criteria:

1. Books must be published within the last 5 years, and it is the patron’s responsibility to verify before coordinating and delivering at library.
2. Materials must be in new or like-new condition.
3. Patrons are solely responsible for carrying materials into the library.
4. The library does not accept the following:
	1. Newspapers
	2. Magazines
	3. Clearly Outdated Materials
	4. Reader’s Digest Collections
	5. Reference Materials, including Encyclopedias and Dictionaries
	6. Textbooks
	7. Damaged books (broken bindings, missing pages, soiled, musty or moldy, annotated materials, or smoke stained)
	8. Professional Journals
	9. Cassette tapes
	10. VHS tapes
	11. Workbooks or study guides
5. Library staff do not determine values of donations. Patrons must contact their tax preparer. Receipts can be provided stating how many and what type of items were donated at time of donation.
6. Materials not deemed appropriate for the collection will be sold or disposed.
7. Materials that do not comply with this policy will be discarded.
8. The library reserves the right to require other information (pieces missing, etc.)

When the Cresco Public Library receives a cash gift, the funds will be utilized for their intended purpose as written or for purposes identified by the library administrator and Library Board of Trustees. Donors will not be publicly identified through media or plaques without prior permission.

Acceptance of donations of equipment, works of art, collections, artifacts, real estate, stock, etc., will be determined by the Library Board based on the suitability to the purposes and needs of the library's ability to cover insurance and maintenance costs associated with the donation.

Reviewed: 05/10/2024 Revised: 05/10/2024 Accepted: 05/13/2024