

## **Donations and Gift Policy: North Kansas City Public Library**

December 10, 2004

The North Kansas City Public Library/High School Media Center accepts used and new print and nonprint materials. Books, pamphlets, periodicals, audiovisual materials and other items are accepted with the understanding that the Library has the authority to make whatever disposition of the materials deemed advisable.

Out of the many items which citizens so generously give, only a portion can be used to full advantage by the Library. Items may not be added to the collection for the following reasons: does not fit with the Library's collection development plan, is a duplicate of an item already owned, is outdated, or is in poor physical condition. Staff responsible for the determination of gift items will base their decisions on the collection development policy guidelines. Items typically not added to the collection include but are not limited to:

Textbooks  
Reader's Digest Condensed Books  
Magazines  
Old and incomplete encyclopedia sets (more than 3 years old)  
Worn, outdated paperbacks  
Computer software and manuals  
Worn audiovisual materials  
Titles fitting the description listed in the above paragraph

Welcome items include:

Titles on MO history and local history  
New bestsellers  
New children's titles  
Audio and video cassettes in excellent condition  
DVDs and CDs in excellent condition

These materials must fit the Library's collection development guidelines.

Donor receipts are available at the circulation desk.

Donated materials, if not added to the collection, will be sold through the Friends of the North Kansas City Public Library annual book sale. All proceeds support Library services and programs. Materials remaining from the book sale will be recycled.

Making a monetary donation to the Library for the purpose of purchasing new materials is an excellent way to honor or remember a loved one. It is a unique birthday or anniversary gift or a long-lasting memorial. You may designate the person honored and the person(s) to be notified if the gift is a memorial. It is very helpful if broad subjects of interest are designated so that the appropriate title may be selected. Each item will have a gift plate indicating the name of the person honored and the name of the donor.

Gifts of real property, art objects, antiques, and other objects are accepted or rejected on the basis of suitability to the Library's mission, décor and available display space as well as with the understanding that the Library has the authority to make whatever disposition is deemed advisable which may include sale, transfer to another agency, etc.

Special collections of gift books that are usable and fit the Library's mission will be integrated into the regular collection or the Local History collection.

Requirement of special housing, keeping a collection together physically, special handling and/or special climate control of any item proposed as a gift will render it unacceptable.

Appraisals: The North Kansas City Public Library staff is prohibited by law from making appraisals for tax deduction purposes. The local telephone directory lists appraisers.

Generally, the Library does not pick up donations.

The Library cannot accept storage responsibility for books or other items owned by groups or individuals.