

West Haven Public Library

Gifts and Donations Policy

The West Haven Public Library gratefully accepts all gifts, donations and endowments. The West Haven Public Library had adopted the following guidelines.

Print and Non-Print Materials:

Books and other materials: The library accepts gifts of books and other materials without commitment as to their final disposition. It assumes unconditional ownership of all items donated and retains the right to use or dispose of them as it sees fit.

Gift items must meet the same selection criteria as purchased materials. Items in poor physical condition or written in will not be kept. Duplicate copies of items already in the collection will be added only if needed. Gift materials will not be accepted with restrictions or conditions that require special housing, processing, or treatment.

The library cannot give a dollar valuation for gifts of materials, but it will provide donors with a statement verifying the number and type of materials donated and accepted, upon request.

Monetary Donations:

The Library welcomes the following forms of monetary donations:

1. Memorial Gifts: These funds will be used to select appropriate titles in memory of a relative or friend. A gift plate will be placed in each purchased item with the name of the person being honored. Notification of the gift will be sent to the person designated.
2. Gift Fund: These funds will be used to accommodate the preferences of the donor, whenever possible. A gift plate will be placed in each purchased item with the name of the donor.
3. Endowment Fund: These funds will be preserved for future Library needs, such as an expansion or capital improvements, that public funding alone cannot meet.
4. Matching Gifts: The Library is eligible to participate in many corporate matching gift programs, which can increase the value of your gift substantially. Contact your Human Resources department for information about your company's policy.

Gifts to the Library are tax deductible (the library is a non-profit 501c3 corporation). The Library will issue the donor a letter of acknowledgment for the gift. The Library cannot appraise the value of any gift. The donor is responsible for securing an appraisal if one is desired.