

Gifts Policy

Gifts to Expand or Enhance the Collection

The Aledo Public Library (“Library”) accepts **material donations** of books, movies, and other items. Gift materials will be considered for addition to or removal from the collection in accordance with the Library’s Collection Development Policy. Not all gifts or donations will be added to the circulating collection. The Library retains unconditional ownership of any donated materials and reserves the right to decide the most appropriate location for materials added to the collection, as well as the conditions of display, housing, and access to such materials.

Items not added to the collection may be added to the paperback swaps or book sale, given away as incentives such as summer reading prizes, passed along to other individuals or organizations, recycled, or otherwise disposed of at staff’s discretion.

On request, the Library will issue a gift or donation receipt providing a brief general description and quantity of items (for example, “five (5) hardcovers and two (2) paperbacks”). Library staff are not qualified to appraise donation values and will not place a value on donations for income tax or any other purpose.

The Library Director reserves the right to limit quantity and frequency of donations, as well as to temporarily suspend the acceptance of book and material donations for reasons including but not limited to lack of sorting and storage space or staff time for processing.

All gift and donation items should be in clean, usable condition. The Library reserves the right to refuse certain donations, including but not limited to:

- Items that are dirty, mildewed, damaged, hazardous, marked up, or otherwise in poor condition;
- Any item missing a cover or pages;
- Books or materials over ten (10) years old;
- Textbooks or other materials with short obsolescence, particularly those older than five (5) years;
- Encyclopedias;
- Magazines or other materials that are difficult to store or display;
- Cassette tapes, VHS, vinyl, or materials in other formats not in the Library’s collection;
- Music CDs, DVDs, or Blu-rays that are not in their original cases; and
- Used workbooks or journals.

Please contact Library staff for current restrictions on material donations.

The Library is pleased to accept **monetary gifts** intended for the purchase of Library materials when the donor’s intentions for the gifts are consistent with the Library’s collection development objectives or ongoing efforts to improve Library services. Such donations may only be accepted by the Library Director and City Manager. Otherwise, all monetary donations are considered general funds to be used as needed, including toward operating costs of the Library.