

## **Denver Public Library Donation Policy**

The Denver Public welcomes gifts and donations to enrich the library's resources and collections.

### **Materials Donation:**

1. The library will accept the following items:
  - New and used books in good condition
  - Audio Recordings in good condition
  - DVDs, Blue Rays, and Video Games in good condition
  - Magazines will be accepted for free public taking.
2. Materials may or may not be added to the collection in accordance with the selection policy of the library.
3. Once an item is donated, it becomes the property of the Denver Public Library.
4. Donated items that are not used for collection may be sold, donated to other agencies, recycled, or disposed of as the library sees fit in accordance with the law.
5. The library may withdraw donated materials at any time in accordance with the library's materials policy.
6. The library will NOT accept:
  - Textbooks
  - Encyclopedias
  - Condensed Books
  - Mildewed, wet, damaged or soiled materials
  - Withdrawn materials from other libraries
7. In the absence of the library director, staff may accept materials donations only under the conditions of this policy.

### **Special Collections, Memorabilia, and Personal Items:**

1. Donations of items of historical value or items pertaining to local history may be accepted if these items fit within the mission of the library.
2. Special collections material may include:
  - Photographs
  - Military items
  - Historical papers
  - Genealogy research files and family books
  - Collections of items for display
  - Items significant to city history
3. Special Collections items must be approved by the library director. Staff cannot accept items of this nature in the absence of the library director.
4. In cases of large collections of items, the library board must be consulted and will determine if the collection will be accepted.
5. Items accepted will be recorded with the donor's name and the date in which the item was donated.
6. Items will be placed in the genealogy collection, stored, or displayed.
7. The library reserves the right to decide when and where to display a special collection or other artifact in this category.

8. All collections and artifacts given to the library become the property of the Denver Public Library. The library reserves the right to sell or dispose of the collection at any time.

**Monetary gifts, Bequests, and Memorial gifts:**

1. Gifts of money for the purchase of library materials may be donated in memory of a friend or relative.
2. Donors can select books and other materials that the library has available for adoption or have the library help in selecting appropriate materials to purchase in accordance with the library's collection policy and needs.
3. Memorial identification will normally be in the form of a special bookplate or plaque.
4. A memorial donation over \$100.00 will be identified with donor plates on the existing donor recognition plaque in the library.
5. A donor may give a gift of money to the library and designate a use for the money as long as it is appropriate to the library's needs and collection policy. Otherwise donations of money will be used at the library's discretion.

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

The library is unable to place a monetary value on gifts. If appraisals are desired, they must be accomplished by the donor at their own expense.

The donor may request a receipt for tax purposes. The library will keep a record of collections, artifacts, and memorials given to the library.

Reviewed and Approved  
Denver Library Board of Trustees  
Date: 11-2016

**Donor Agreement**

Name of Donor: \_\_\_\_\_

Type of Donation: \_\_\_\_\_

I have read the Denver Public Library's Donation Policy and understand the terms of this policy as stated above.

\_\_\_\_\_  
Donor Signature

\_\_\_\_\_  
Date