

ST. MARY PARISH LIBRARY
LIBRARY SERVICES POLICY AND PROCEDURE MANUAL
APPROVED: 6/18/2024

GIFTS AND DONATIONS

The Library Director is authorized to accept monetary donations to purchase library materials in memory or in honor of someone. Specific recommendations from the donor are honored as far as the suggestions enhance subject areas of need within the collection and are in accordance with the Collection Development Policy selection guidelines. The library acknowledges monetary donations with a letter to the donor and a book plate placed in the items purchased.

Under certain circumstances, the library may accept materials donated directly. Gift materials in suitable formats are subject to the same selection criteria applied to purchased materials. The library accepts nonmonetary gifts with the understanding that these items may or may not be added to the collection. All materials given to the library become St. Mary Parish Library property. The library does not appraise gifts for tax donations or other purposes. Acceptance of a gift that has been appraised does not constitute the library's endorsement of that appraisal. Once a book, magazine, cash, set of books or any other item or group of items is given to the library, it may not be returned. It becomes the unconditional property of St. Mary Parish Library.

No one on the staff of the library (or any family member) may accept a gift or gifts to himself/herself (with the exception of small food items for immediate consumption by the staff and only in presence of the donor), in accordance with LS RS 42:1111a.