



Palmyra Community Library Gifts and Donation Policy

Purpose:

The Palmyra Community Library (the Library) welcomes donations and gifts from individuals, corporations, foundations and community groups to support its purpose and mission. The Library reserves the right to decline any gift that does not further its mission or support its purpose, or which would result in excessive expense or administrative effort.

Monetary Donations:

Unrestricted gifts are preferred. Gifts contingent upon a specific purpose are subject to acceptance by the Library. Once accepted, designated gifts will be used so far as is practicable in accordance with such designation.

The Library will evaluate bequests or gifts without restrictions for use at the time of the receipt. The Library may elect to apply the funds to an existing project such as improvements to the building, furnishings, or services, or deposit in the appropriate fund for the purposes of investment.

Non-Monetary Donations:

The Library may accept non-monetary donations. The Library will choose to accept donations based primarily on the condition of the item, its usefulness, and whether it complements the current holdings of the Library's collection. Acceptance of the donation is at the discretion of the Library. The Library retains full control over all donations. Donated items may be added to the Library's collection, given to other institutions, donated to the Palmyra Friends of the Library or disposed of in accordance with the *Disposal and Sales of Surplus Items Policy*.

The Library does not provide pick-up service for donated materials and all deliveries of donations must be arranged in advance with the Library.

Gifts may serve to honor or memorialize a donor, family member or friend. The Library will acknowledge all donations in writing.

Adopted: September 18, 2025