

Donation Policy
R. K. Kittay Public Library
02/2022

Members of the community are encouraged to support the mission of the R. K. Kittay Public Library through gifts in the form of materials or financial support. Monetary gifts are welcome and used to enhance programs and services. Gifts of books are gratefully accepted with the understanding that library staff determines which materials are appropriate to add to the collection. Items not added to the collection are recycled or allocated to the Book Sale for resale. Our Thank You letter acts as the tax receipt for donations.

If paying through our website your Thank You Letter will be emailed to the email address used for donation.

The following gifts are welcome:

- Financial support
- Current hardcover non-fiction books (less than 5 years old)
- Current hardcover fiction books (less than 5 years old)
- Local history materials from the Rupert area
- DVDs and current Unabridged Audiobooks

Book & Material Donations

Due to space limitations and the cost of handling donations, the R. K. Kittay Library is very selective in accepting such items and appointments are now required prior to bringing items to the library. Please call the library at 802-394-2444, you may be asked for a description of the material you wish to donate. If tax receipt is requested the donor must provide the donation appraisal amount.

Donation Guidelines

Items must be in "gift worthy" (good/excellent) condition and free of odor, mold and infestation. We will not accept items that are damaged, dirty, marked, worn, torn or otherwise in poor condition.

The library **will not** accept the following materials:

- Magazines or newspapers
- VHS Tapes
- Audio Books on Cassette
- Textbooks
- Condensed books (Reader's Digest)
- Encyclopedias

How to Donate

All donations must be arranged in advance. *Please do not drop anything off without calling first.* Donations must be delivered in boxes or bags and will not be returned. Receipts are not given for material donations without previous arrangements.

Monetary Donations

Checks for monetary gifts to the library should be made out to the R. K. Kittay Library. A thank you letter along with tax receipt will be mailed separately once the donation has been processed.

In Kind Donations

Any donations made In Kind must be pre approved by the Library Director. In Kind includes but is not limited to Services and non library material items. The R. K. Kittay Library is not responsible for appraising the worth of In Kind donations, this must be provided by the donor for tax receipt purposes.

Rosalind Keshin Kittay Library Board of Trustees approval date: March 21, 2022