

	LIBRARY DISTRICT POLICIES AND PROCEDURES		
	Revision Approval:		Date Approved:
	POLICY: Gifts and Donations	Section 1.06	Page 1

I. PURPOSE

- A. To establish guidelines for patrons to give gifts and donations to the Yavapai County Free Library District.

II. POLICY

- A. Gifts and donations may be given directly to a branch library; however, such gift or donation is a gift to the Yavapai County Free Library District and may be used for any purpose and/or at any branch at the Library District's sole discretion.
- B. All gifts and donations that are valued at Two Hundred Fifty Dollars (\$250) or more must be approved by the Yavapai County Free Library District Director and the Board of Directors.
- C. Gifts and donations made to the Yavapai County Free Library District may not be tax deductible.

III. PROCEDURE

- A. All gifts and donations will be sent to the Library District at 1971 Commerce Center Circle, Suite D, Prescott, AZ 86301, for acceptance or rejection.
- B. Gifts and donations will be accepted or rejected in accordance with this Policy and the Library District Collection Development Policy, if applicable.
- C. Accepted gifts and donations may be used for any purpose and/or distributed for use at any library.