



ALFRED BOX OF BOOKS

Donation and Memorial Items Policy

Donations

The Library accepts donations of library materials with the understanding that they may not necessarily be added to the collection. In addition, since we are an “interested party” the IRS prohibits us from assigning a value to gifts that would be valid for tax purposes.

Memorials

- Donations given as memorials will be labeled as such on the item. The donor’s name(s) and the name of the person being honored will be included on this label.
- The Box of Book’s “Memorial Book” which is displayed at the circulation desk, will contain a list by honoree’s name, of items donated as memorials. Location of the book, when it is placed in the general collection, will also be noted.
- Memorial books will be displayed in a special section for six months after establishment of the collection. After six months, the items will be placed in the general collection.
- Memorial items can be discarded at the discretion of the Director of the Library.

Adopted by the Board of Trustees: January 13, 2011