

MOORE PUBLIC LIBRARY
Policy Regarding Gifts, Donations, Memorials, and Honorariums
Bequests and Endowment Funds

The Moore Public Library will accept gifts, bequests, donations, honorariums, and memorials in the form of money, books, periodical subscriptions, and/or other materials with the understanding that the library may do with them as it sees fit.

The library will try to comply with the wishes of the donor of an honorarium, bequest, or memorial, but it reserves the right, as conditions change, to assign any of its materials wherever the need is greatest.

Any library that is used extensively by the public sustains losses through theft, mutilation, and ordinary wear. The library cannot guarantee that any gift will be part of the collection permanently.

The library reserves the right to accept or discard, at its discretion, any unsolicited material sent to or left at the library.

Patrons submitting gently-used materials for donation will be informed that the materials may be added to the collection according to the material selection policy, or sold by the library at a book sale. The library will only accept materials that are in a usable physical condition. The library will not accept materials that are not outright gifts..

Bequests and Endowment Funds - Legal counsel may be requested to help set up and administer large bequests of money or other objects, and endowment funds.

Appraisal - The appraising of a gift to the library for income tax purposes is the responsibility of the donor. The library will give the donor a receipt.