Gift and Donation Policy

The Canyon Lake Community Library District encourages and appreciates gifts and donations. The Library is not able to appraise the value of any gift or donation, although the Library can provide a receipt if requested.

Books and Materials

The Library welcomes gifts of books and other materials with the understanding that materials may or may not be added to the collection. The same standards of selection are applied as to materials purchased for the collection. Gifts and donations are accepted with the following restrictions:

- the Library retains unconditional ownership of the materials;
- donated materials must be in excellent condition;
- the Library makes the final decision regarding the use or other disposition of the gift.

The Library does not accept gifts of magazines, textbooks, computer manuals, condensed books, or any materials that are worn, stained, or mildewed. Prospective donors should contact the library to discuss donations and procedures before bringing them to the Library.

Currency

Gifts in the form of currency and checks in any amount are accepted.

Other Gifts

Other gifts, including those of real property, land or real estate, and personal property, may be accepted upon the recommendation of the Canyon Lake Community Library District Board of Trustees. Any interested party should submit their intention to donate, with relevant details, in writing to the Library Director who will present this information to the Board of Trustees for consideration. Decisions will be made after careful consideration and the interested party will be notified in writing of the decision.

Approved November 16, 2021