



# Donation Policy

Thank you for your interest in donating books to the Dover Public Library.

Gifts are accepted with the understanding that they become the property of The Dover Public Library, to do with as the library sees fit. Most materials are directly given to the Friends of the Dover Public Library (FOL). The FOL has an ongoing sale and the proceeds of this sale directly benefit the library.

At times, donated items are selected for addition to the collection (ex: If a fresh edition of a popular book is donated, it may be used to replace an older edition). Occasionally, donated items are distributed at the Little Free Libraries throughout the city.

Some offerings may be declined, including:

- Mildewed/damaged items
- Runs of magazines
- Material that is outdated, such as textbooks or sets of encyclopedias

Items of local interest may be accepted into the collection, with the understanding that the Dover Public Library does not have a rare book collection.

**Estimated value and appraisals.** According to U.S. tax regulations, the library, as the recipient, cannot appraise gifts for tax purposes. It is the responsibility of the donor to keep appropriate records of items donated. A receipt acknowledging that a donation has been made is available upon request.

The Dover Public Library's Collection Development Policy is available upon request.