**Gifts and Donations Policy**:

The library accepts gifts of books and other materials with the understanding that they will be added to the collection only if appropriate and needed. If they are not needed due to duplication, condition, or outdated information, the director may (within the bounds of the city and state laws) dispose of them as s/he sees fit. The same criteria for material selection as applies to purchased materials is also applicable to gifts.

Memorial gifts of books or money are also accepted with suitable bookplates placed in the book or on the material, should the donor so wish. Specific memorial books may be ordered for the library on request of a patron or patrons, if the request meets the material selection criteria established by the Board. It is desirable for patrons wishing to gifts specific titles to be consultation with the library director prior to gifting. Alternatively, the director will make book selection/s if no specific book/s is/are requested.

The Fort Atkinson Public Library encourages and appreciates gifts and donations. By law, the library is not allowed to appraise the value of donated materials, though it can provide an acknowledgment of receipt of the items if requested by the donor.

Revised/Reviewed February 2020/ Revised and Reviewed July 2022