



Gifts Policy

The Staunton Public Library welcomes gifts and memorials which enhance the value of the collection. Gifts of books and physical media are the property of the Friends of the Staunton Public Library. The Staunton Public Library shall be given the right of first refusal on book and media donations made to the Friends of the Staunton Public Library. Staunton Public Library employees may take custody of donations on behalf of Friends of the Staunton Public Library. The judgment of the Library Director or designate will control the manner in which the donations of private collections are filed, catalogued, displayed, or discarded. Upon request, the Friends of the Staunton Public Library will provide a receipt to the donor for tax purposes. It will be the responsibility of the donor to assign a dollar value to the gift.

Unsolicited materials are accepted with the understanding that they become the permanent property of the Friends of the Staunton Library, and their disposition is at the discretion of the Friends of the Staunton Library. Materials not selected by library staff for the collection will be placed in the Friends of the Staunton Library book sales.

Except for temporary exhibit purposes which are covered by the Exhibits Policy, the Library cannot accept storage responsibility for valuable documents or objects which are owned or controlled by other groups or individuals.

The Friends of the Staunton Library and the Staunton Library Foundation, Inc., both welcome monetary gifts which will be used to strengthen the Library program. Information about these organizations is available from Library staff.