

### **Gifts and Donations**

1. The Elk Rapids District Library encourages and welcomes gifts of money, endowment funds, and bequests for purchasing library materials and equipment, for improving the library facilities, or for the benefit of the library staff.
2. Gifts of materials may be added to the library collection subject to the same principles and standards of selection as are applied to all materials added to the collection.
3. A library that is used extensively by its public sustains losses through theft, mutilation, and ordinary wear. The library cannot guarantee that any gift will be part of the collection permanently.
4. All gifts of materials must be in a usable physical condition.
5. The library will not accept materials which are not outright gifts.
6. The library reserves the right to accept or discard at its discretion any material sent to the library.
7. By accepting and using gifts, the library assumes no special obligation to the donors. Gifts which do not meet the library's selection criteria are disposed of in any way the library sees fit.