

Cofrin Library - Donations Policy

Revised: November 2, 2017

The library appreciates gifts of books, audiovisual materials and some periodicals. The library retains the right to refuse materials that do not meet the library's selection criteria or have processing costs that exceed their value. The library maintains unconditional ownership of donations and makes the final decision as to their disposition. The library reserves the right to decide the conditions of display, location and means of access to the gift materials. Items not added to the collection are offered to other libraries, sold at library book sales, or treated as weeded items. Donors may request that the library return materials the library does not utilize.

If the donor wishes to use the gift as a tax deduction, he or she is responsible for obtaining an appraisal from an appropriate professional outside the Cofrin Library. The library provides the donor with a letter acknowledging gifts, but cannot legally estimate their value.

For further information please contact Joan Robb, Collection Development Librarian, (920) 465-2384.