

The same criteria used for purchasing materials and maintaining the collection is also applied to items donated to the Library. The Library will not automatically accept all donations. Even in the event that materials are accepted, the Library Director has the discretion of adding them to the collection, giving them to the Friends of the Library for their book sales, giving them away, or disposing of them. This policy will be explained to anyone whose donations are accepted.

Memorial gifts made to the Library are gratefully accepted – gifts of materials must meet collection criteria and gifts of money will be used to purchase materials. All memorial items will have suitable nameplates placed in the book at the donor's request.

Any items donated to the Library and added to the collection will become the permanent property of the Library and will not be returned to the donor. Donated items will be weeded if they become outdated, badly worn or damaged.

Due to issues of maintenance and support, the Library will not accept donations of used computers.

The Clintonville Public Library will accept gifts and memorials in the form of trees, shrubs, or benches for the grounds under the following conditions:

Donors will have to work with the Library Director and/or the Library Board to decide what will be purchased and where it will be placed. The Library Board will have the final word on those decisions taking into account the overall landscaping plan of the Library and ease of long term maintenance. In the case of trees, the Library will make every attempt to get a reasonable warranty in the event that trees fail in the first few years. Trees that fail beyond the warranty period will not be replaced by the Library. Trees donated will be subject to the same care and routine maintenance as other trees on the property which may include removal at some point in the future.

Daily and long term maintenance must be minimal and must not become an obligation of staff.

Benches must be permanent and able to withstand the harsh conditions of winter and summer.

Benches may have plaques placed on them at the donor's request and expense.

Trees or shrubs may have a donor marker placed under them, at owner's expense, for as long as the first marker lasts. The Library will not perpetually maintain and replace the markers.

All plaques and markers must be approved by the Library Director.

A reasonable attempt to repair items damaged due to vandalism, storms, etc. will be made. However items will not be replaced if destroyed or stolen.

Planters, markers or other such type monuments will not be considered.

Temporary or impromptu memorials of any kind will not be considered.

Donations to the Clintonville Public Library are tax deductible; however by law the Library cannot establish the value of such donation. Donors may wish to consult IRS publications regarding the determination of values for donations and charitable contributions. The Clintonville Public Library will issue a receipt for donations upon request.