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|  | LIBRARY DISTRICT POLICIES AND PROCEDURES | | |
| | Revision Approval: | | Date Approved: 12/19/2018 |
| | POLICY: Gifts and Donations | Section 1.06 | Page 1 |

I. PURPOSE

- A. To establish guidelines for patrons to give gifts and donations to the Yavapai County Free Library District.

II. POLICY

- A. Gifts and donations may be given directly to a branch library; however, such gift or donation is a gift to the Yavapai County Free Library District and may be used for any purpose and/or at any branch at the Library District's sole discretion.
- B. All gifts and donations that are valued at Two Hundred Fifty Dollars (\$250) or more must be approved by the Yavapai County Free Library District Director and the Board of Directors.
- C. Gifts and donations made to the Yavapai County Free Library District may not be tax deductible.

III. PROCEDURE

- A. All gifts and donations will be sent to the Library District at 1971 Commerce Center Circle, Suite D, Prescott, AZ 86301, for acceptance or rejection.
- B. Gifts and donations will be accepted or rejected in accordance with this Policy and the Library District Collection Development Policy, if applicable.
- C. Accepted gifts and donations may be used for any purpose and/or distributed for use at any library.