



LIVONIA PUBLIC LIBRARY POLICY STATEMENT

Created: August 6, 2024

Library Donation Policy

The Livonia Public Library appreciates and welcomes donations that enhance its collection and services. This policy outlines the guidelines for accepting, evaluating, and managing donations to ensure they align with the library's mission and needs.

Types of Donations Accepted

- **Books and Media:** New or gently used books, DVDs, and CDs.
- **Monetary Contributions:** Cash, checks, or online donations designated for specific purposes or general support.
- **Special Collections:** Rare books, manuscripts, archives, or other unique items of historical or cultural significance.
- **Equipment and Furnishings:** Items that support library operations and services, subject to prior approval.

Donation Guidelines

- **Condition:** All donated items must be in good condition, free from mold, mildew, excessive wear, and damage.
- **Relevance:** Items should be relevant to the library's collection and support its mission. Outdated materials, textbooks, encyclopedias, or items not in demand may not be accepted.
- **Ownership:** The donor must have clear ownership and the right to donate the items as all gifts become the property of the Livonia Public Library.

Acceptance of Donations

- **Evaluation:** The library reserves the right to evaluate all donations and determine their suitability for the collection.
- **Approval:** Donations of equipment, furnishings, or special collections must be approved by the Library Director or designated staff. The Library Commission reviews the acceptance of monetary donations at each regular meeting.
- **Disposition:** The library reserves the right to dispose of donated items as it sees fit, including adding them to the collection, selling them at book sales, or recycling.

Adopted: August 15, 2024





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Acknowledgment and Recognition

- **Acknowledgment:** Donors will receive a written acknowledgment of their donation upon request. The library does not appraise donated items for tax purposes.
- **Recognition:** Significant donations may be recognized through plaques, naming opportunities, or other forms of acknowledgment as deemed appropriate by the library and City of Livonia.

Use of Monetary Donations

- **Allocation:** Monetary donations will be used for the specific purposes designated by the donor. If no designation is made, funds will be used where the library deems most needed.

Rights and Responsibilities

- **Library Rights:** The library reserves the right to refuse any donation that does not meet its needs or guidelines.
- **Donor Responsibilities:** Donors are responsible for delivering or arranging the delivery of their donations to the library.
- **Library Responsibilities:** The library will follow applicable auditing standards and procedures outlined by the City of Livonia Finance Department.

Contact Information

For questions or to arrange a donation, please contact:
Livonia Public Library
734-466-2452
lvcc@livoniapubliclibrary.org