

DONATION POLICY

Oxford Public Library accepts items which would otherwise be considered for purchase. The library has limited space, and therefore makes every effort to keep the collection current. The library retains unconditional ownership of all donated items, which will be used and withdrawn in the same manner as purchased materials.

Donations may be brought for consideration during open hours. Library staff will keep only those materials deemed suitable for library use. Books must meet the library’s selection criteria as laid out in the Collection Development policy. The library reserves the right to turn down any donation(s).

The library may accept:

- Puzzles and games which could be used for library programs
- Recently published or popular/classic books and other items in good condition
- Unscratched DVDs

The library does not accept:

- Items with damages including but not limited to: dirt, mold, odor, burns, chew marks, broken bindings, missing or torn pages, pages marked by ink or highlighter, etc.
- Encyclopedias/textbooks, abridged or condensed books
- Recorded music (cassette tapes, records, or CDs) or VHS tapes
- Outdated magazines

Monetary gifts will be added to library funds, which are used to purchase materials or pay for programs outside the scope of the operating budget.

Gifts are tax deductible. The Library does not place a financial value on materials received. The following serves as a receipt for your donation. Please retain this receipt for income tax purposes.

OXFORD PUBLIC LIBRARY DONATION RECEIPT FORM

112 Augusta Avenue, PO Box 160 – Oxford, IA 52322

Donor Name: _____ Phone: _____

Address: _____ City: _____

Number of Items

_____ Hardcover Books _____ Paperbacks

_____ DVDs _____ Magazines

_____ Other: _____

Date: _____ Received by: _____