

North Kansas City Public Library
Donations and Gift Policy

Approved by the North Kansas City Public Library Board of Trustees-January 2005
Revised December 16, 2019

The North Kansas City Public Library accepts gently used and new print and nonprint materials. Books, audiovisual materials and other items are accepted with the understanding that the Library has the authority to make whatever disposition of the materials deemed advisable.

Out of the many items which citizens so generously give, only a portion can be used to full advantage by the Library. Items may not be added to the collection for the following reasons: does not fit with the Library's collection development plan, is a duplicate of an item already owned, or is outdated. Staff responsible for the determination of gift items will base their decisions on the collection development policy guidelines.

Items not accepted for donation include but are not limited to:

- Items in poor condition
- Textbooks
- Reader's Digest Condensed Books
- Magazines
- Encyclopedia sets
- Worn, outdated paperbacks
- Computer software and manuals
- Worn audiovisual materials
- VHS Tapes

Items accepted for donation must be in good condition and include:

- Adult Books
- Children's Books
- CD Audiobooks
- DVDs
- Music CDs

Donor receipts are available at the circulation desk. The North Kansas City Public Library staff is prohibited by law from making appraisals for tax deduction purposes.

Donated materials, if not added to the collection, will be sold through the Friends of the North Kansas City Public Library annual book sale. All proceeds support Library services and programs. Materials remaining from the book sale will be recycled.

Making a monetary donation to the Library for the purpose of purchasing new materials is an excellent way to honor or remember a loved one. It is a unique birthday or anniversary gift or a long-lasting memorial. You may designate the person honored and the person(s) to be notified if the gift is a memorial. It is very helpful if broad subjects of interest are designated so that the appropriate title may be selected. Each item will have a gift plate indicating the name of the person honored and the name of the donor.

Gifts of real property, art objects, antiques, and other objects are accepted or rejected on the basis of suitability to the Library's mission, décor and available display space as well as with the understanding that the Library has the authority to make whatever disposition is deemed advisable which may include sale, transfer to another agency, etc.

Special collections of gift books that are usable and fit the Library's mission will be integrated into the regular collection.

Requirement of special housing, keeping a collection together physically, special handling and/or special climate control of any item proposed as a gift will render it unacceptable.

The Library does not pick up donations.

The Library cannot accept storage responsibility for books or other items owned by groups or individuals.