

Policies of the Albion Municipal Library and Heritage Center

Section 2 – Library Interactions

Policy Section 2.3 - Gifts and Memorial Donations

1. The Albion Library & Heritage Center welcomes many types of gifts or donations, and items will be added to the collection in accordance with the collection policy of the Library.
 - a. Once donated, items become the property of the Albion Library and may be given to other libraries and non-profit agencies, sold, traded, or discarded if they are not added to the collection
 - b. Donated items will not be returned to the donor and the Library will not accept any item that is not an outright gift. The library also reserves the right to decide when a gift added to the collection must be withdrawn.
 - c. The Library will accept gifts of real property
 - d. No gifts posing a danger to patrons or requiring extensive maintenance will be accepted into the collection

2. Donation Process
 - a. Donor and library staff will complete the donation form found in this section and keep documentation on file behind circulation desk
 - b. No receipt or acknowledgment of gift/donation given out by the Library will assign a dollar amount.