



---

## DONATION POLICY

### I. PURPOSE

To establish a policy for accepting or declining donations.

### II. POLICY

**Monetary Donations:** The Alamogordo Public Library accepts all monetary donations. Unless otherwise specified, all monetary donations will be put into the general library donation fund account.

**Non-Monetary Donations:** The Library reserves the right to accept or decline non-monetary donations. Acceptance of non-monetary donations will be based on current library trends, a specific need and then on space available. Donated items that are accepted become city property and the Library reserves the right to discard, per city policy items that are no longer needed or relevant.

**Books and Media Donations:** Some donated books and media that the Alamogordo Public Library cannot utilize will be donated to the Books Revisited Foundation (formerly known as the Alamogordo Public Library Foundation).

**Donation Receipts:** Donors can obtain a receipt for tax purposes for items donated to the Alamogordo Public Library.