

# **BARTON**

## **LIBRARY**

*Dare to Know*

### **Donation and Gifting Guidelines**

Barton Library welcomes and gratefully accepts donations and gifts to enhance its collections. Once accepted, all donations become the property of Barton Community College and will be used in accordance with the Library's policies and needs. The same selection and deselection criteria outlined in the Library's Collection Development Plan are applied to donations as to purchased materials. Items that are duplicates, outdated, or otherwise unsuitable may be donated to other libraries, contributed to the Free Library program, or otherwise disposed of at the discretion of the Director of Library and College Archives.

The Library reserves the right to decline donations or gifts, including those with stipulations or conditions that are deemed burdensome or unacceptable. Additionally, the Library may refuse or redirect donations as appropriate, ensuring that all materials and contributions align with its mission and priorities.

For substantial monetary gifts, the [Barton Community College Foundation](#) is the preferred recipient. If a receipt is requested for donated materials, donors will be referred to the Foundation, which can issue a written statement noting the date and description of the gift. Any monetary value assigned to donated items by the Library will reflect the current market value at the time of donation.

We appreciate your support and generosity in contributing to Barton Library's growth and service to the community.

**Contact(s):** Director of Library and College Archives

**Related Forms:** [Barton Community College Foundation Donation Form](#)

**Relevant Policies and Procedures:** [Policy 1155 – Fund Raising and Gift Solicitation](#); [Procedure 2145 — Fund Raising and Gift Solicitation](#)

**Relevant Guideline(s) and Plan(s):** [Collection Development Plan](#); [Materials Selection](#)

**Approved by:** Darren L. Ivey

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