



Collingswood Public Library Donation Policy

Gifts of books and other materials play a crucial role in building the collections of Collingswood Public Library. This policy statement governs proposed gifts of materials to the library.

The Collingswood Public Library welcomes gifts of materials that support its mission, with particular interest in current items and relevant, local historical items in good physical condition. However, the library must also consider the cost incurred in evaluating, processing, cataloging, preserving, storing, and providing access to contributed materials.

For these reasons, the library cannot accept all offered gifts of materials. Once gifts are received, items become the property of Collingswood Public Library. The library reserves the right to use or dispose of such materials in any manner deemed appropriate, without any obligation to the person making the donation.

Potential donors should first contact the library director about proposed donations. Any large donations or collections that will require special handling or considerations must be approved in advance by the Library Director.

Library staff are prohibited from appraising any donation. Donors may request an acknowledgment that states the number of items donated for tax purposes. For additional information on legal or tax consequences, all prospective donors are encouraged to consult with their financial advisors before finalizing any gift.