



Gift and Donation Policy

Adopted June 22, 2021

Revised August 25, 2026

The Lawrenceburg Public Library District (LPLD) gladly accepts material, personal property, or monetary gifts from individuals or organizations. The following guidelines apply.

Library Materials

- LPLD welcomes materials (books, periodicals, microforms, manuscripts, etc.) for possible addition to its collections.
- LPLD accepts donations in accessible condition only: items must be dry, clean, and free of mold and pest infestation.
- Gifts of materials are accepted with the understanding that LPLD reserves the right to determine if any materials will be added to the collection. If you have questions or concerns regarding your donation, please contact us prior to bringing in your donation.
- Donations not added to the collection may be offered to another library, the Friends of the Library, or otherwise disposed of. Items will not be returned to the donor.

Memorial Material Gifts

- Donated materials given as memorials must be new and in compliance with the LPLD Collection Development Policy.
- Memorial materials may be purchased through LPLD.
- Memorial materials will bear a bookplate commemorating the honoree, the donor, and the date.

Monetary Gifts

- Restricted monetary gifts, endowments, and bequests will be used in a manner that is consistent with the restrictions and conditions placed on the donation.
- Unrestricted monetary gifts will be placed into the general Gift Fund and used to purchase library materials or equipment, fund library programs, or in other ways that support the Library's mission.
- All monetary gift donors are encouraged to fill out a "Donor Record and Deed of Gift" unless the donation is accompanied by a signed letter directing where the funds are to be utilized.

Personal and Real Property

- Gifts of real property can only be accepted with the consent of the LPLD Board of Trustees.
- Gifts of personal property, such as art, portraits, antiques, collectibles, equipment, and other items may be accepted at the discretion of the Library Director or the LPLD Board of Trustees.
- Gifts of real and/or personal property are accepted with the understanding that the items may be sold, given away, or otherwise disposed of at the discretion of LPLD. Any proceeds derived from such disposal may be used at the discretion of the Library Director.

Ownership

- Gifts given to LPLD become the sole property of the Lawrenceburg Public Library District. Donors are encouraged to fill out and sign a “Donor Record and Deed of Gift” relinquishing all ownership rights to materials and other donated personal property

Tax Considerations

- Gifts made to LPLD may be tax deductible. LPLD does not perform or arrange appraisals of donated real or personal property. Donors seeking a tax deduction are responsible for obtaining an appraisal prior to donation. LPLD cannot accommodate appraisals once a donation has been made.
- A receipt for any monetary gift will be given if requested by the donor at the time of donation.

Acknowledgement of Gifts

- LPLD may formally acknowledge the donor’s gift with a gift receipt or letter. However, any gift receipt or letter of acknowledgement will not include a statement of value. Public acknowledgement of gifts is at the discretion of the Library.