

Fairfax Community Library Donation Policy

11/19/2020

The Fairfax Community Library (FCL) welcomes donations of several types. The purpose of this policy is to provide guidance to residents and others who wish to make a donation to the library.

All donations to the FCL, either monetary or material goods, must be aligned with the mission, goals, and priorities of the library. The FCL Board of Trustees reserves the right to accept or reject any donation.

Monetary Donations

The FCL welcomes direct monetary donations. Monetary donations should be directed to the Fairfax Community Library Board of Trustees. The Board of Trustees, in consultation with library staff, will determine how unrestricted donations will be used. Funds may be used for the purchase of library materials, library furniture or equipment, or to sponsor library programs. If a donor restricts the use of funds for a particular purpose, once the Board of Trustees accepts the donation, the restricted funds must be expended according to the donor's conditions. All monetary donations will be acknowledged in writing by the Trustees.

Donations of Material Goods

The following guidelines apply to the donations of books or related materials.

1. Donors are required to contact the library in order to arrange a date and time for book donations. No books should be dropped off when the library is closed.
2. The library **does not** accept the following items:
 - a. Textbooks
 - b. Encyclopedias
 - c. Reader's Digest editions
 - d. Cassettes
 - e. Out-dated materials
 - f. Magazines
 - g. Any material that is mildewed, tattered, yellowed, dusty, or otherwise in poor condition.
3. Library staff makes the final decision on the acceptance of material.
4. Donations are accepted with the understanding that the FCL has the right to determine the retention, location, and other issues relating to the use or disposition of the donated item.
5. The FCL will not assign financial value to any donated materials.

Approved by Trustees 11/19/2020