

Carlsbad Public Library

Gifts and Donations Policy

Donations to Carlsbad Public Library are governed by this policy. Carlsbad Public Library does not accept gifts of art objects or collections intended for permanent display in the Library.

A. Donations

1. All donations made to the Carlsbad Public Library become the sole property of the Library, which may use the donation in any way suitable to further the mission and goals of the Library.
2. Monetary donations to Carlsbad Public Library should be made to the Friends of the Library account or to the Public Library endowment accounts at the Carlsbad Community Foundation.
3. Donations of used books, videos, and similar items are welcome at any time. All such donated items become the sole property of the Carlsbad Public Library. Library staff will determine if the donations will be placed in the Library collection, conveyed to another non-profit institution, or transferred to the Friends of the Library and offered for sale at the Friends' Book Fair or in-library sale racks.
4. The Library *does not* accept any donation with conditions, limitations, stipulations, or restrictions attached.
5. Memorial donations may be made to honor a friend or loved one. Donors are welcome to suggest what types of books or materials would be an appropriate memorial.
6. Gifts of supplies, furnishings, or collectible materials must be approved by the Library Director to determine the suitability of such gifts. The City of Carlsbad administration may have final approval, and all such donations become the sole property of the City of Carlsbad.

B. Deletion of Donated Items

1. Carlsbad Public Library reserves the right to delete donated items.
2. All items donated to the Carlsbad Public Library will be discarded or transferred, when necessary in accordance with the Anti-Donation clause of the New Mexico State Constitution (Article IX, Section 14).
3. It is understood that books which go into the circulating collection will endure wear and tear and will eventually have to be removed from the collection.
4. Carlsbad Public Library is not obligated to locate or contact the original donor of any item(s) before discarding or transferring them to another organization.

C. Questions or Exception Requests

Questions about this or any library policy may be addressed to the Library Director during regular business hours. Exception requests to library policies may be made to the Library Board of Trustees at any regular scheduled meeting.