

Cromaine District Library Donation Guideline

The Cromaine District Library is grateful for gifts, and its collection has been enriched by donations of materials as well as contributions. In accepting a gift of materials, the Library reserves the privilege of deciding whether items donated should be added to the collection.

The Cromaine District Library accepts gift books and other materials with the understanding that items, which are useful to the library collection, will be retained and the others disposed of in whatever manner the librarian deems best.

Gifts of equipment or furnishings are subject to the acceptance by the Director. Criteria for acceptance will include the condition of the gift (preferably new or in excellent condition); compatibility with its intended location; care or maintenance requirements and consistency with the goals and objectives of the Library. Such gifts become the property of the Library and may be sold if not suitable for library use.

Gifts of art objects, rare books or other miscellaneous items are subject to the acceptance by the Director and may be referred to the Board of Trustees for acceptance depending on the circumstances. Criteria for acceptance will include the suitability of the item, the amount of space required, the length of time to be displayed, if appropriate, and the degree of special handling needed. Such gifts become the property of the Library and may be sold if not suitable for library use.

Thank you for your donation to Cromaine! For further questions about donating, please contact the Cromaine Library Director, Ceci Marlow at (810) 632-5200 Ext. 105 or by email at cmarlow@cromaine.org.