

LIBRARY POLICY

Gifts and Donations

The Santa Monica Public Library welcomes gifts of books and audiovisual materials to enrich the Library's collections. Donations can be brought to the Customer Services counter at the Main Library. Those making donations can park briefly in one of the loading zone spaces in the parking lot on the north side of the building. These spaces should only be occupied while making the actual donation. The Library does not accept donations of magazines.

All donations are carefully reviewed by a collection manager librarian to determine whether they meet needs within the Library's Collection Policy. The Library reserves the right to refuse restrictive gift conditions and to transfer donations not added to the Library's collection to the Friends of the Santa Monica Public Library for inclusion in their used book store at the Main Library. Proceeds of the Friends Book Store sales are used to benefit the Library.

Gifts are acknowledged with a receipt that indicates the number and general type of items being donated. The Library cannot make a determination of the value of the donation or act as an appraiser pursuant to The Tax Reform Act of 1984, Sec. 155a.