



LIBRARY DONATION POLICY

Redwood Glen Library accepts gift donations of used books for the development of its collection. Valuable to us are materials that are Christian fiction and nonfiction.

Materials that are duplicate of our holdings, outdated, and/or in poor condition will not enhance the collection and will be used as a fund-raiser for the camp or donated to a public library book sale. Items must not conflict with basic Christian teaching.

Questions to be considered are:

- Does the item contribute to the spiritual edification of the camp's visitors?
- Does the item have specific usefulness for visitors at the camp?
- Is the item of high moral quality?

Ownership

Any materials given to the Redwood Glen Library become the property of Redwood Glen. The Library will only gift material to its collection it deems relevant and appropriate. Materials not deemed relevant or appropriate shall be used for donation purposes to benefit the camp and its ministry, donated, or disposed of in a suitable manner.

Appraisal issues

All materials donated to the Library are considered non-cash charitable donations. If you need to have your gift appraised for tax deduction purposes, you need to do so prior to making the donation. The Library itself is unable to provide appraisals. Please refer to IRS publication 526, Charitable Contributions, and /or publication 561, Determining the Value of Donated Property, from the U.S. Internal Revenue Service, website at www.irs.gov.

Making a donation

Complete the information on the Redwood Glen Library Donation Form, and attach the form to the items you would like to donate to the camp for consideration as a gift for the Library. Call the Redwood Glen office to arrange a drop off time, and bring the books to the Redwood Glen office at 100 Wright Drive, Loma Mar, CA 94021. You can reach us at (650) 879-0320. Office hours are typically 8:30-4:30 pm, everyday of the week. Upon receipt of your gift, Redwood Glen as a 501(c)3 non-profit organization will provide a letter acknowledging your donation to our ministry.

Books plates

The Library is pleased to grant requests that names be added to bookplates inserted into books being accepted into the collection. These plates may bear the donor's name and/or the names of those in whose honor or memory the gift is made. See form on the other side.

For more information

If you have questions, please contact us at (650) 879-0320 or email us at info@redwoodglen.com.

