The following policy applies to all donations, including traditional library materials (hard cover books, soft cover books, paperbacks, DVDs, audio CDs, magazines, etc.), and anything of value (computers, equipment, real estate, etc.) made to the Benbrook Public Library:

- As a public service, the Library accepts donations. The senior librarian on staff reserves the right to accept or refuse any donated item for any reason.

- Donations with values in excess of $5,000 must be approved by the Board of Trustees before the donations may be accepted by the Library.

- It is understood that all items are donated to the Library. Items the Library declines to use will be transferred to the Friends of the Benbrook Library, sold through a book reseller, or donated to another community organization. Library staff may have an opportunity to select items for purchase after their disposition and fair pricing has been objectively determined.

- The Library is unable to accept periodicals (Reader’s Digest condensed books or National Geographic magazines) and degraded materials, (items that have been exposed to outside weather conditions).

- It is often customary for bereaved persons to donate to the library on behalf of a recently passed loved one. The Library recognizes this custom and would like to encourage giving in memory of someone special.

- For these types of donations, the Library insists on the following two considerations. Specific titles should be given to the librarians to apply the Library’s established collection development policy and determine whether it is suitable for the collection; or, a monetary amount may be provided to the Library so the staff may select a title aligned with the honoree’s wishes. Items donated to the Library in memory of a loved one will feature a stylized bookplate commemorating the gesture.