

Acceptance of Gifts

The library welcomes contributions of book or non-book materials for collections; appropriate gifts which will enhance the physical environment; and bequests, trusts, or donations of monetary or other assets for library purposes, consistent with its policies, including its collection development policy. Unless otherwise specified in writing, all gifts are considered unconditional and unrestricted. Any conditional or restricted gifts must be accepted by the Board of Trustees.

Gifts of miscellaneous books or other materials are accepted with the understanding that items which are not added to collections will be disposed of at the discretion of the library. Donated books which are not retained for the library's collection may be sold by the Friends of the Library. Library staff may decline gifts which will not be added to the collection and which have no value for resale. Any proceeds derived from sales may be used at the discretion of the library administration.

Publications or materials in other formats which are produced at the expense of the author, illustrator, editor, or producer, will be accepted only if they meet the criteria of the library's collection development policy. Exceptions can be made for works of local history and genealogy.

Gifts of a more specific nature, such as works of art, furniture, equipment, special collections, and real property, shall be referred to the appropriate committee of the Board of Trustees for acceptance in consultation with the Director. No commemorative plaques may be placed on donated objects without the approval of the Board of Trustees.

When land is donated, it must be surveyed prior to acceptance of the gift. Appraisal for tax purposes is the responsibility of the donor.

When funds are donated for specific purposes, the amount and nature of the expenditure must be approved in advance.

The library will, if requested, provide a written acknowledgement of the receipt of gifts, but in accordance with income tax regulations will leave the determination of a value of the donation to the donor.

Approved on June 14, 2010; re-approved with no changes, September, 2013; re-approved with no changes July 2016.