

Policy 2.3 Gifts

The Library welcomes and encourages monetary gifts, bequests, endowments and gifts of property or materials from individuals, groups, foundations, or corporations. The Library accepts such gifts under the following conditions:

Print, audio visual and electronic materials will be evaluated using guidelines set forth in the Materials Selection Policy.

The decision to accept or refuse gifts such as furnishings, artwork, or equipment shall be made by the Director. Among the criteria on which the decision will be based are: need, space, impact on staff time, security requirements and expense and frequency of maintenance. Such gifts will become the property of the Library, and accepted only on condition that they may be used, sold, given away or discarded at the discretion of the Director. Letters of acknowledgment will not contain a statement of value. The Library cannot assess or suggest a value for non-monetary gifts for income tax or other purposes.

Gifts of cash, securities and bequests that support the mission of the Library will be handled by the Director and Library Board who will work out terms of acceptance that are compatible with Library policies, the donor's intent, and applicable law. The Library welcomes major gifts including those directed towards a renovation, expansion or other large project. The Library welcomes restricted monetary gifts which will be accepted on condition that the specific use requested is consistent with the mission, goals, and objectives of the Library, and must be approved by the Director and Library Board.

The Library accepts donations of money for the purchase of material in memory or honor of community residents or others. Library staff will use guidelines set forth in the Materials Selection Policy in determining which materials to purchase. Although the Library cannot guarantee the purchase of specifically identified titles, donors may suggest subject areas for the use of their donation. A bookplate may be affixed to such material. The Library cannot guarantee how long items will remain in the collection.

Approved: 25 February 2020



Cash Cook, Board Secretary