

Policy on Gifts

1. GENERAL STATEMENT ON GIFTS

The library acknowledges the fact that gifts have been vital to the establishment and growth of the library. Without such gifts we would not have the present facility or collection of materials. The Board of Trustees appreciates and encourages gifts to the library.

2. BOOK AND OTHER MATERIALS

Any books or materials presented to the library will be evaluated and accepted using the same criteria as that used in the purchasing policy of the library. The library will accept special collections; however, they will not be kept together as a separate entity, but will be integrated into the general collection. The donor of any gift should understand that the library reserves the right to assign the gifts to the appropriate section of the library, or to dispose of them in some other way, if they do not meet the library's selection criteria. If a donor wishes the material, which is not added, returned to him, he should so state when the gift is given. If a reception is requested at the time of donation, the library will issue a written statement acknowledging date and number of items, but no monetary valuation will be made of the materials. No later reception will be issued.

When the library received a cash gift for the purchase of books or other materials, the selection will be made by the library director. In case of a memorial, the general nature of the book, or its subject areas, will be based upon the interests of the deceased, with the wishes of the donor, and the needs of the library. Cash gifts for memorial tributes are especially encouraged because (a) the library can usually purchase materials at a discount, and (b) the library can make the final selection according to collection needs.

In the event that a memorial tribute is purchased by the donor and given to the library, it will be received according to the above stated criteria for gift materials. Memorial tributes will be identified by an inscription in the book or material, and will be recorded in the memorial book.

3. EQUIPMENT AND FURNISHINGS

Contributions for equipment and furnishings are welcome. Decisions concerning the purchase and placement of equipment and furnishings for the library will be made by the Board of Trustees. Donors should contact the Director or President of the Board in regard to the contribution.