

**Policy: Gifts, Donations and  
Bequests**

**Approved: 10/20/05**

**Amended: 2/18/16, 2/15/18**

**Reviewed: 5/16/13, 2/18/16,  
2/15/18**

The Library welcomes gifts of books and other Library materials or money to buy such materials, but reserves the right to use and dispose of gift materials as appropriate for current needs. They may be added to the collection if needed. If the material is not needed, the Library will make an effort to dispose of all gift material to the best advantage. If a donor does not want the material disposed of, they may so state in writing and be notified if the gift cannot be added to the collection.

It is the policy of the Library not to accept special collections of material to be kept together as a physical entity. Gift collections may be accepted only with the understanding that they will be integrated into the general collection.

Books or other materials accepted for the collection which are given as special gifts or memorials shall carry a special gift plate identifying the donor and/or the person for whom the gift is made, if the donor requests. The Library, however, is under no obligation to replace a gift if lost, damaged, or worn, or to keep a gift after it has become obsolete or of no further use to the Library.

Monetary donations or bequests given to the Library shall be used at the discretion of the Executive Director with approval needed from the Board of Trustees for amounts over \$1000, unless there are restrictions placed upon the donation that limit its use to a specific purpose. In the case of restricted donations, the Library will abide by the restrictions and will spend the money accordingly. The Library reserves the right to kindly refuse any restricted donations that do not fall within the scope of the library's mission or that may go against established policies. If a report of how the money is spent is required by the estate or donor, this request must be made in writing and presented along with the donation.

Donors will receive a receipt for money or materials donated, if requested. It is the responsibility of the donor to determine the value of all donated books and materials.