

Gifts and Donations Policy Suggested Content

- 1) Once a gift is accepted by the Library, it becomes the property of the Library, to be used or disposed of in accordance with the policies established by the Board of Trustees.
- 2) Except at the discretion of the Library Director or his/her designee, no special collections shall be accepted. All items added to the collection shall be integrated into the collection.
- 3) Gifts of money, real property and/or stocks shall be accepted if conditions attached thereto are acceptable to the Board of Trustees.
- 4) Personal property, art objects, portraits, antiques, and related objects may be accepted. At the discretion of the Board and the Director, property that is more properly described as museum objects will not be accepted.
- 5) The library will not accept for deposit, physical materials which are not outright gifts. The library staff is unable to place a value on gift books donated to the library. For income tax purposes, the value of books donated shall be determined by the donor.
- 6) While gifts to the Library as a governmental unit qualify as tax deductible, donors should seek the tax advice of counsel or their accountant.