



**Gleason Public Library**

## **Donations and Gifts Policy**

*Approved by the Library Board of Trustees March 8, 2000; updated October 13, 2020*

The Gleason Public Library encourages the interest and involvement of citizens and organizations through contributions of book or non-book materials for collections, appropriate gifts which will enhance the physical environment, and bequests, trusts, and donations of monetary or other assets for Library purposes. It is understood that special gifts and bequests should not take the place of public support or cost-effective use of current income, but should enable the Library to provide and enhance services in ways not financially possible within the current municipal operating budget.

The Library reserves the right to refuse any gift that the Board of Library Trustees, in its sole discretion, deems to be not in the best interests of the Library to accept.

If a gift is accepted by the Library, the gift shall be final and no restrictions on the Library's ownership, possession, use or disposition of the gift shall be effective other than restrictions approved by the express vote of the Board of Library Trustees and memorialized in writing.

Gifts of library materials (books, magazines, DVDs, etc.) and historical items are examined by Library staff to determine if they will be added to the collection, following the Library's Collection Development Policy and Special Collections Policy. Materials will be accepted and withdrawn subject to the same criteria as purchased material. The cost of processing, availability of space, and the physical condition of the item are also factors in the selection process.

Appraisal of non-cash donations is the responsibility of the donor.