

# **Phillips Free Library Gift Acceptance Policy**

Phillips Free Library accepts donations of any kind that support and further the mission, goals and objectives of the Library, as established by the Board of Library Trustees.

The purpose of this policy is to specify the type of donations that the Library will accept and how the Library will handle these donations.

Gifts can be given in honor or in memoriam of a person or event.

The Library cannot and does not appraise books, works of art, or any other items. The Library will not bear the cost of such an appraisal. Donors who wish to have the value of a donation specified must make all arrangements for and bear all costs of an appraisal.

The Library may not be able to accept a donation if the donor places extensive and/or restrictive conditions on the use of the gift by the Library.

All decisions regarding directional and/or wayfaring signage with respect to the location of a donated item or items within the Library building is the prerogative of the Library.

All gifts accepted by the Library become the property of the Library, which has the prerogative to keep or dispose of the items.

## **1. Gifts of Money**

- a. The Library accepts gifts of money, in any amounts.
- b. The donor may indicate how he/she wishes the money to be spent by the Library, i.e. for a particular type of library material, service or activity item of furniture or equipment, but the library retains the right to make the final decision based on our mission and goals.
- c. Money given for the purchase of materials in honor or memory of an individual will have a gift plate placed to recognize the individual and the giver.

## **2. Gifts of Books and Other Library Materials**

- a. The Library accepts gifts of library materials in good condition, including books, DVDs.
- b. All materials accepted as gifts are evaluated in accordance with the Collection Development Policy.
- c. In most cases, usable library materials that the Library does not add to its collections are offered for their annual Book Sale. Money raised from the Book Sale is used to benefit the Library and its programs.
- d. Acknowledgement letters are usually not written for routine donations of used materials. At the request of the donor, the Library will supply a letter signed by the employee receiving the materials.

## **3. Gifts of Memorabilia and Realia**

- a. The Library will not accept real items that cannot be properly cared for or secured by the Library within normal operations and procedures of the Library.

## **4. Gifts of Artwork**

- a. The Library retains the prerogative to accept or reject any work of art for the Library.
- 5. Gifts of Furniture and Equipment**
- a. The Library accepts gifts of furniture and equipment that supports and furthers the mission, goals and objectives of the Library. The Library retains the prerogative to accept or reject any gift of furniture and/or equipment for the Library.
- 6. Donation of any other types of gifts will be considered by the Library on a case-by-case basis.**