

## **GIFTS AND MEMORIALS**

GIFTS OF MATERIALS will be accepted by the library with the understanding that they may or may not be added to the library's collection. Gifts will be accepted with a "no strings attached" policy agreement. The decision to include gift material in the library collection will be based upon the following considerations:

1. Whether it meets the library's standards of material selection.
2. Whether the physical condition of the donated item is satisfactory.
3. Whether a title is a duplicate of which the library already has a sufficient number.

WHEN THE LIBRARY RECEIVES CASH gifts for the purchase of memorial items, the selection will be made by the donor and/or the Library Director. The general nature of the memorial will be based upon the interests of the deceased or the wishes of the donor, and the needs of the library. If requested, a bookplate or plaque will be attached to the item indicating the donor, or the person for whom it is a memorial. In the case of a memorial gift, an acknowledgement will be sent to the family.

ALL GIFTS ARE ACCEPTED WITH THE UNDERSTANDING that it may some day be necessary to sell or dispose of them in the best interests of the library. All donors are to be informed that the library cannot commit itself to perpetually housing a donation. No donation will be disposed of in a careless manner and every donor can be assured that the library will respect his/her donation and house it as long as feasible. Special collections and memorial collections will not be shelved as separate physical entities. Such collections will be accepted only with the understanding that they will be integrated into the general collection.

THE LIBRARY CANNOT ASSESS THE VALUE OF A DONATION OF MATERIALS OR ART.

It will, however, issue the donor a letter acknowledging the donation only. It will then be the donor's decision to determine the value of the donation or utilize an independent appraiser. Should the donation be stocks or bonds, the Treasurer will contact a bank or broker to determine the value of the gift.