



Gifts to the Library Policy

General Three Rivers Public Library District is grateful for gifts, and its collection has been enriched by donations of materials as well as contributions. Through donors, the Library has been able to acquire materials which could not have been purchased otherwise. The Library Director can supply, upon request, a list of needed materials for consideration by the donor.

Donation of Books and Audio Visual Materials In accepting a gift of materials, the Library reserves the privilege of deciding whether items donated should be added to the collection. Out of the many books and other materials which patrons so generously give, a portion can be used. Some cannot, because the item, though of value in itself, may be: (1) a duplicate of an item of which the library already has a sufficient number; (2) outdated--interesting but not of sufficient present reference or circulating value to the library; and/or (3) in poor condition--which would not justify the expense of processing it. The material will be judged by the same standards of selection as those applied to the purchase of new materials. The library accepts books as gifts with the understanding that books which are useful to the library collection will be retained and other books disposed of in whatever manner deemed best. The Library reserves the right to interfile gifts with other collections on the same subject, so that all collections are organized and classified according to library standards for the best public service.

Gift Book Program The Library welcomes monetary contributions specifically for book purchases in memorial to or in honor of named individuals. In order that the Library can properly honor the generosity, the Gift Book Program form should be completed. The Library will not accept requests for specific materials.

Donation of Art Objects and Other Types of Materials Although such gifts are usually welcomed and valued, final decision on their acceptance rests with the Library Director and the Board of Library Trustees.

Cash, Cash Equivalent and Real Property Donations The Library welcomes cash contributions, gifts of real property, stocks, and bonds. It is our custom to expend cash gifts on materials, equipment, or a project which is acceptable to the donor. Although it is unlikely, there may be an occasion in which the restrictions set by the donor make it impossible for the Library to accept the contribution. All donations are subject to the approval of the Library Director with the concurrence of the Board of Library Trustees.

Use of Gifts All gifts are accepted with the understanding that it may someday be necessary that they be sold or disposed of in the best interest of the library. The Library cannot commit itself to perpetually housing a donation.

Valuation The Library will provide a timely, written acknowledgement of the receipt of gifts to the donor and, if desired, to a recognized individual or organization. Income tax regulations leave the determination of the gift's monetary value to the donor. Donors wishing to have an appraisal of their gifts for tax purposes should have that done prior to donation.

Restriction No donation can be accepted unless it is given to the Library without restrictions unless the Board of Library Trustees has specifically adopted an agreement to do so. All gifts may be used, sold, or disposed of in the best interest of the library. All donations are accepted only if, in the opinion of the Library Director and the Board of Library Trustees, they are in the best interests of the library.

Form A Gift Agreement Form should be signed by the donor and approved by the Library Director for unrestricted gifts and the Board of Library Trustees for restricted gifts.

Adopted	06/07/00
Amended	04/13/11, 04/11/18
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