

OPERATIONS  
Gifts and Donations

STATEMENT: The Red Jacket Community Library gratefully accepts gifts and donations.

PURPOSE: To provide a mechanism to accept and acknowledge gifts and donations given to the Red Jacket Community Library.

POLICY:

1. Gifts and donations will be accepted with the understanding that such gifts and donations will be added to the Red Jacket Community Library's collection only when needed and only when they meet the same standards of selection which are applied to regular Library purchases.
2. New item and monetary gift donors will receive an acknowledgment of their gift, per Policy 500-1 Procedure G. Donations of used items will be acknowledged verbally at time of donation.
3. The Library will not establish a value for said gifts.
4. The donor of any gift materials must understand that the Library in all instances reserves the right to assign or to dispose of gifts as it sees fit, if they are not acceptable library materials or are not needed in the Library's collection. The professional staff of the Library will make such determinations.
5. Special and memorial collections will be accepted with the understanding that they will be integrated into the collection as determined by the library director.
6. The Library reserves the right to remove or otherwise cover any commercial advertising in gift materials that may be accepted for additions to the Library's collection.
7. The Library reserves the right to remove donated materials in accordance with collection development policy criteria.
8. Donations of furniture and equipment, whether outright or by cash donation, are subject to the approval of the Library Board of Trustees.