

## RED JACKET COMMUNITY LIBRARY POLICY

Policy #: 400-2

Effective Date: 10/98

### 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. Donors will receive an acknowledgment of their gift.
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 collections and memorial collections will not be shelved as separate items. Such collections will be accepted only with the understanding that they will be integrated into the general collection.
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. Donations of furniture and equipment, whether outright or by cash donation, are subject to the approval of the Library Board of Trustees.

Reviewed: 1/02, 5/03; 10/09

Revised: 5/03

*Adopted at the 10/7/98 Red Jacket Community Library Board Meeting.*