

The Library has a broad spectrum of needs and welcomes gifts from individuals and organizations who are interested in helping the library provide quality library service. Contributions should support and enhance the mission and purpose of the Library. Contributions which subject the Library to burdensome or unusual restrictions will not be accepted. Gifts will not be accepted where there is no charitable intent on the part of the donor. A letter of understanding from a donor for a property gift, along with proof of outside advice from counsel, may be required before such a gift will be accepted.

Monetary Gifts:

Monetary gifts may be designated as memorials to honor a deceased person or may be general (without specific designation.). No special shelves or sections will be designated for the gift collections, but an appropriate bookplate will be placed in each book purchased from donated funds. Library staff will place books where they belong in relation to other books in the collection for the best use of all materials. Because of wear, theft and mutilation, the permanence of gifts cannot be guaranteed.

Gifts of money or those readily convertible into cash of \$500.00 or more shall be officially accepted by the Board and officially entered into the minutes. The Board may authorize the Chief Fiscal Officer to receipt any gifts into a particular fund; if no fund is designated, the gifts shall be receipted into the General Fund.

Gifts of Books and Other Items:

Gifts of books and other items are accepted with the understanding that they unconditionally become the property of the Library and may be disposed of in whatever manner the library deems best. All gifts must be in usable physical condition. The Library reserves the right to accept or discard, at its discretion, any materials sent or offered to the Library.

Acknowledgement of Gifts:

The Library will send the donor a letter acknowledging receipt of the gift. Library donors must rely on their own personal advisers for tax, legal, financial, and other advice concerning their gifts.