

GIFT/DONATION POLICY

The acceptance or non-acceptance of proposed gifts or donations to the Library shall be the responsibility of the Library Director. Once accepted, gifts will be spent or used as agreed upon with the donor. At the time of the acceptance of a restricted gift (for specific purposes stated by the donor), the donor shall be advised in writing that any gift funds in excess of what is used for the approved purpose of a restricted gift shall be expended at the discretion of the Library Director. The Director shall consult as he/she deems necessary with the Board of Trustees and/or appropriate committees of the Board and with the library staff in making these decisions.

Gift funds which were received as restricted gifts (for specific purposes stated by the donor) and which are in excess of what is used for the approved purpose of the gift shall be expended with other remaining gift funds at the discretion of the Library Director.

All gifts shall be acknowledged. Further forms of acknowledgement may be made at the discretion of the Board of Trustees.

Items acquired through gifts are the property of the Library and shall be used in conformance with the terms of the gift and disposed of by the Library as the Library Director deems fit.

Approved: 3/21/06

Revised: 11/20/07