



Gifts and Donations Policy

Purpose and Scope

This policy guides the acceptance, management, and acknowledgment of monetary and non-monetary gifts to the library, including books, materials, securities, and other assets.

Policy

- Gifts may be accepted at the discretion of the Director or Board of Trustees.
- Unrestricted gifts may be used for any library purpose at the discretion of the Board.
- Restricted gifts will only be accepted if the restriction aligns with the library's mission. All restrictions must be noted in a formal agreement approved by the Board.
- The same standards will evaluate Gift materials as purchased materials. They may be added, donated, sold, or discarded at the discretion of the Director.
- No items may be left at the library without formal acceptance from library staff. Any donated items may be discarded at the discretion of the Director.
- The library will acknowledge gifts in writing but will not assign a value or appraisal. Donors are responsible for valuation.
- The Board must approve large gifts, securities, or gifts with restrictions.
- The Board may refuse any gift that imposes obligations or conflicts with the library's mission.

Authority and Oversight

The Board has ultimate authority over gift acceptance and use. The Director may manage routine gifts consistent with this policy.

*Approved 5/26/15, Amended 2/23/16, Amended 6-30-20,
Amended and approved: 9/30/2025*