

## Material Gifts Policy

Gifts are a valuable source of enriching the library's collection and the library does appreciate them and their contribution to the community. In accepting a gift of materials the library reserves the right of deciding whether items are added to the collection or disposed of in whatever manner the library deems best. No appraisals on the value of the donated materials will be furnished by the library. A letter thanking the donor for his/her gift will be sent when requested.

- Gifts that are accepted must have no restrictions attached. The Director must be free to decide whether all or part of the gift should be integrated into the library collection, discarded, exchanged, or sold. Acceptance of all gifts offered to the library must be approved by the Director, and if from a political or religious organization also by the Board of Trustees, with the same conditions listed above. If the Director deems it appropriate, any gift may also require Board of Trustee approval.

---

Approved October 10<sup>th</sup> 2023