



Gifts

General statement on gifts

The Summer Public Library Board acknowledges the fact that gifts of materials, cash and real property have been vital to the establishment and growth of the library. The Board of Trustees appreciates and encourages gifts.

Books and Non-Book Materials

Any books or materials presented to the library will be evaluated and accepted using the same criteria as that used in the Materials Selection Policy of the library. Generally the library does not accept textbook, or books in poor condition. The Library will not accept materials which are not outright gifts. The library will accept special collections; however, the donor of any gift should understand that the library reserves the right to assign the gifts to the appropriate section of the library, or to dispose of them in some other way, if they do not meet the library's selection criteria.

Cash Gifts

Cash gifts will be received by the Library. Selection of books or other material will be made by the Librarian and the Library Board.

Memorials

In case of a memorial tribute, the general nature of the book, or its subject area, will be based upon the interests of the deceased, the wishes of the donor, and the needs of the library. Cash gifts for memorial tributes are especially encouraged. In the event that a memorial tribute is purchased by the donor and given to the library, it will be received according to the above stated criteria for gift materials. Memorial tributes will be identified by an inscription in the book or material, and recorded in the Memorial book. Recognitions of gifts of \$500 or more will be made by added a donor plate to the library's Gift & Memorial plaque.

Real Estate, Equipment, Furnishings, Etc.

Acceptance of donations of real estate, stock, equipment, artifacts, work of art, collections, etc., will be determined by the library board based on their suitability to the purposes and needs of the library, law and regulations that govern the ownership of the gift, and the library's ability to cover insurance and maintenance costs associated with the donation.

The library will acknowledge receipt of donated items but is unable to set fair market or appraisal values. It is recommended that the donor make a list of items donated. If items are being donated to obtain a tax benefit, it is the donor's responsibility to establish fair market value or obtain expert assistance in establishing any value.

Reviewed June 16, 2008

Revised and Approved October 17, 2011

Reviewed and Approved November 20, 2014