

Gifts and Appraisal Policy

Sample Policy #1

Library Gift Policy

The _____ County Public Library is grateful for gifts, and its collection has been enriched by donations of materials as well as contributions.

In accepting a gift of materials the library reserves the privilege of deciding whether items donated should be added to the collection. Out of the many books and other materials which citizens so generously give, a considerable proportion can be used. Some can not, because any library material, though of value in itself, may be; (1) a duplicate of an item of which the library already has a sufficient number; (2) outdated – interesting but not of sufficient present reference or circulating value to the library; and /or (3) in poor condition – which would not justify the expense of processing it, i.e. cataloging and preparing it for circulation.

The _____ County Public Library accepts gift books with the understanding that books which are useful to the library collection will be retained, and other books either sold in the Friends of the Library book sales, or disposed of in whatever manner deemed appropriate.

The library retains unconditional ownership of gift materials. Materials may be added or discarded without consulting the donor. Since the library is actively used, and sustains losses through theft, mutilation and wear, no guarantee can be made that any gift will be a permanent part of the collection.

The library reserves the right to interfile gifts with other collections on the same subject, so that all collections are organized and classified according to library standards for the best public service.

The Library Director will refer decisions on unusual gifts such as works of art or gifts with significant policy implications to the Library Board for consideration.

The library will not provide an appraisal for gifts of materials which are accepted for its collection or the books sales. If requested in advance, donors will be provided with a receipt indicating how many items were donated. Gifts to the _____ County Public Library may be deductible for income tax purposes; please consult your tax advisor.

Sample Policy #2

Gifts and Appraisal Policy

The _____ County Public Library System welcomes gifts of new and used books, audio recordings, videos, and similar materials. Items will be added to the collection in accordance with the selection policy of the library. Once donated, items become the property of the _____ County Public Library System, and may be given to other libraries and other non-profit agencies, sold, traded, or discarded if they are not added to the collection. Donated items will not be returned to the donor and the library will not accept any item that is not an outright gift. 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. The library also reserves the right to decide when a gift added to the collection must be withdrawn.

Monetary gifts, bequests, and memorial or honorary contributions are welcome. Funds donated will be used to purchase items in accordance with the selection policy of the library. Books, videos, and other materials purchased with bequests and memorial or honorary contributions will be sent to the family of the person being recognized. Suggestions for subject areas or other areas of interest are welcome and will be followed to the extent possible.

Acceptance of donations of equipment, real estate, stock, artifacts, works 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.

Sample Policy #3

Gifts and Suggestions

Gifts to _____ County Public Library, in the form of subscriptions, donations, or monies, are welcome. Gifts that become part of the general collection should not require special handling or special circulation procedures. Once a gift item has been processed and added to the collection it is subject to the same standards as any other library material and may be weeded in the course of time. _____ County Public Library will accept financial donations to buy materials following the same guidelines used with any other selection decision.

Customer suggestions that the library purchase a certain item are always welcome. Suggestions are evaluated on the following criteria: need in the collection, appropriateness to collection, cost, and availability elsewhere in the area. The submission of a request does not guarantee its purchase. If a work is not selected for purchase, the customer is encouraged to request the book through Interlibrary Loan.

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