

TOWN AND COUNTRY PUBLIC LIBRARY DISTRICT

POLICY ON GIFTS, DONATIONS AND MEMORIALS

I. Library Materials

The Town and Country Public Library District welcomes gifts of new and used books, audio-visual materials, and other library 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 Town and Country Public Library District, and may be given to other libraries and 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.

It is the responsibility of the Library staff to determine if a donated item will be added to the collection. The Library staff also reserves the right to decide when a gift added to the collection will be withdrawn.

II. Memorial and Honorary Gifts

The Library is happy to accept gifts in memory or in honor of individuals, groups, or organizations. Forms are available for the donor to fill out, which will aid the staff in selection of materials. Upon receipt of the item, the Library will send an acknowledgement of the gift to the donor and to whoever the donor has requested be informed of the gift. A bookplate is placed on or inside the item, recognizing the donor and the person being honored.

The Library staff will make every effort to order particular items requested by a donor. If a requested title is not available, the staff will inform the donor and arrange for an alternate selection.

Ordinarily, the Library staff will purchase the requested item through one of its vendors. If the donor wishes to purchase the item on behalf of the Library, it must first be approved by the Library Director or other designated staff member.

All library materials donated as memorials or gifts must meet the selection criteria of the Town and Country Public Library District.

The Library District cannot guarantee that every item donated will be kept forever. The collection is evaluated periodically, and items deemed no longer useful are discarded. The Library is not responsible for informing donors or other interested parties of the withdrawal of any donated materials.

III. Other Gifts

Acceptance of donations of equipment, real estate, stock, artifacts, works of art, collections, and large monetary gifts will be determined by the Library Board, based on their suitability to the purposes and needs of the Library, laws and regulations that govern ownership of the gift, and the Library's ability to cover insurance and maintenance costs associated with such donations.

ALL GIFTS AND DONATIONS ARE SUBJECT TO THE APPROVAL OF THE BOARD AND STAFF OF THE TOWN AND COUNTRY PUBLIC LIBRARY DISTRICT. THE LIBRARY DISTRICT RESERVES THE RIGHT TO REFUSE ANY GIFTS AND DONATIONS DEEMED INAPPROPRIATE FOR ANY REASON

Date Approved: 2/10/03