



## Internal Policy

### **Gifts/Donations Policy (from the Roeliff Jansen Community Library Hillsdale, NY)**

The Roeliff Jansen Community Library accepts gifts (including financial securities) at the discretion of the Library Director and/or the Board of Trustees under the following conditions:

Unrestricted monetary gifts will be used at the discretion of the Library Board of Trustees in accordance with this gift policy and/or the Library's *Materials Selection Policy*. Restricted monetary gifts will be accepted on the condition that the specific use requested is consistent with the goals and objectives of the Library.

Gift materials will be judged by the same materials selection standards that apply to purchased materials.

Gifts of Library materials (books, magazines, tapes, etc.) may be accepted with the understanding that the Library reserves the right to add them to its collection, distribute them to other libraries, donate them sell them or discard them.

All personal property, art objects, portraits, antiques and other collectibles, if accepted, are accepted only on the condition that they may be sold, kept, given away or discarded at the discretion of the Library Board and/or the Library Director. However, specific requests for the disposition of an item will be taken under advisement by the Board, and the gift will be returned if the request is not deemed to be suitable to the goals and objectives of the Library.

Gift items will be formally acknowledged if the donor wishes. The Library will not appraise or estimate the value of gift donations. The responsibility for such assessment lies with the donor.

Approved 1/12/99