

## **OPERATIONS**

### **Gifts and Donations**

- I. STATEMENT**     The Red Jacket Community Library gratefully accepts monetary gifts and other acceptable donations.
- I. PURPOSE**        To provide guidelines for accepting and acknowledging gifts and donations given to the Red Jacket Community Library.

#### **II. POLICY**

##### **A. ACKNOWLEDGEMENT**

1. An acknowledgement of each monetary gift shall be mailed to the donor including the dollar amount.
2. Donors of materials other than cash shall be offered a receipt listing the items.

##### **B. CONDITIONS**

1. The Library will not establish a value for material donations.
2. The Library reserves the right to assign or to dispose of donations as it sees fit, if they are not acceptable library materials or are not needed in the Library's collection. The professional staff of the Library will make such determinations.
3. Special and memorial collections will be accepted with the understanding that they will be integrated into the collection as determined by the Library Director.
4. The Library reserves the right to remove or otherwise cover any commercial advertising in material donation accepted for addition to the Library's collection.
5. The Library reserves the right to remove material donations in accordance with collection development policy criteria.
6. Donations of furniture and equipment, whether outright or by cash donation, are subject to the approval of the Library Director
7. Donations of real property or investment products are subject to approval of the Board of Trustees.

#### **III. REFERENCES**

- A. None

Revision History	
04/16/2021	Revised in conjunction with the retirement of Policy 500-1 G (Memorials and Donations) and with the addition of a Memorial Fund section to Policy 500-5.