

POLICY FOR ACCEPTING GIFTS
NEWFIELD PUBLIC LIBRARY

1. Gifts of library materials (books, magazines, tapes, videos) will be governed by the materials selection policy which is applied to purchased items. (Items not judged acceptable will be returned to owner.)
2. Library materials will be accepted with the understanding that the Library will be able to add them to the collection, distribute them to other libraries, sell, trade or discard them.
3. Monetary gifts will be accepted for the purchase of library materials or equipment.
 - a. Gifts in excess of \$500 will be used at the discretion of the Board of Trustees.
4. Personal property, art objects, portraits, antiques and other collectibles will be accepted only on the condition that they meet the library selection policy and that they may be sold, traded, given away or discarded at the discretion of the Library Director and trustees.
5. All gifts become the property of Newfield Public Library.
6. Gifts will be formally acknowledged. However, the library will not appraise or estimate the value of gifts. No tax receipts given unless a professional appraisal is presented.
7. The library reserves the right to refuse any items.
8. If someone wishes to loan an item to the library to put on display, the length of time of the display, the location of the display and other details will be worked out between the lender and the trustees. The library will not be liable for any damage to the loaned item (s).

(donations for booksale will be dealt with separately)

Adopted by trustees 4/7/98