

**Reviewed and/or Revised: 12/03/07, 02/13/17**

Recognizing that gifts in the form of money, books, and other materials are sources of further development and enhancement of the library's services and resources, the following policy has been established:

The Barlow 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, DVDs, etc.) **if accepted**, will be handled 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 Director and/or the Library Board. 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.

1. We do not accept items that are not in good condition; such as books that are yellowed, musty, water-damaged, moldy, mildewed, pet damaged, smoke damaged or greatly out of date.
2. The library accepts gifts of books and other materials with the understanding that they will be added to the collection if appropriate and needed. The same criteria of selection which are applied to purchased materials are applied to gifts.
3. Gifts accepted for the collection become the property of the library. Gifts not added to the collection will be disposed of by the library director.
4. Decisions concerning the acceptance and placement of equipment and furnishings will be made by the Board of Trustees. Donors should contact the library director or the president of the Board of Trustees in regard to the contribution.
5. By law, the library is not allowed to appraise the value of donated materials, though it can provide an acknowledgement of receipt of the items if requested by the donor. A donor form is available from the staff.

6. Gift items that become a part of the collection will be evaluated for retention on the same basis of other items. Gift items may be removed when the library director deems it appropriate.
7. Generally speaking, gifts of used books and other materials will not be acknowledged.

#### UNRESTRICTED GIFTS

An unrestricted monetary gift is particularly valuable because it affords flexibility in meeting the changing needs of a dynamic institution. Gifts of this type may be used alone or with other gifts at the discretion of the Board of Trustees to sponsor a lecture or lecture series, to acquire an art object, to purchase an item of furniture or equipment, etc. With the consent of the donor, suitable recognition will be provided.

#### MEMORIALS AND TRIBUTES

The library actively encourages donations such as memorials and tributes to living individuals on special occasions. Such acts provide the library with an opportunity to add materials or equipment that it might not otherwise be able to afford. In addition, such donations provide individuals with a rich opportunity to honor loved ones with a lasting statement of admiration and respect.

Except in rare circumstances, memorials and tributes are accepted in the form of monetary donations to a special gift fund. The library will make every effort to honor the donor's wishes regarding the selection to be purchased. However, the final decision rests with the library in accordance with its needs and selection policy.

A bookplate will be placed in the item purchased with the memorial and tribute gift funds. The bookplate will record the honoree as well as the donor. The library will send letters of acknowledgement to notify all parties of this gift.

#### GIFTS OF SPECIAL COLLECTION

Special collections of materials will be accepted if they meet the library's selection criteria. The library reserves the right to determine the classification, arrangement and shelving of gift materials. The library will not accept such collections with donor's stipulations that these be kept together as a special collection or entity, or restricted as to use in any way.

#### BEQUESTS

A bequest is a gift made in a will. It may be for a special purpose, subjected to certain limitations, or be left to the discretion of the Board of Trustees. We recommend consulting with your attorney or financial planner regarding the type of provision in your will best suited for your particular circumstances.