

BALDWINSVILLE PUBLIC LIBRARY

www.bville.lib.ny.us

GIFTS

A gift for the library collection may consist of library material donations or monetary donations which are used to purchase materials or equipment or to support various library activities. The library rarely accepts objects other than books and recordings. No conditions may be imposed relating to any gift after its acceptance by the library. The library reserves the right to refuse materials and items and to dispose of donations.

LIBRARY MATERIAL DONATIONS

Gifts of library material are accepted by the library with the explicit understanding that they may or may not be added to the collection and that they will not be returned to the donor. The Director will evaluate the quantity, age and condition of the materials prior to accepting them and will advise the donor against bringing in the gifts if they do not meet the criteria stated below.

The decision to include gift materials in the collection will be based upon the following criteria: the library's standards of material selection, the physical condition of the material, and the library's need for the material in its collection.

Receipts stating monetary values of gifts cannot be issued.

MONETARY DONATIONS

When the library receives a cash gift for the purchase of a memorial, the selection of the memorial will be based on the wishes of the donor and the needs of the library.

All gifts of money will be deposited in the Private Funds account by the Private Funds Treasurer and will be disbursed at the discretion of the Board.

The President of the Board, in acknowledging all monetary gifts, shall inform the donor as to the disposition of the funds.

RECORDING

All gifts (property or monies) must be recorded in a central ledger giving the date, name of donor, and description. It is essential that the library have a complete record of gifts all in one place.

RECOGNITION

All gifts to the library will be appropriately acknowledged.

Gift items will not be shelved separately but will be integrated with the library's collection. However, the Local History collection is maintained as a separate collection.

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RELIGIOUS MATERIALS

The library will accept and place in circulation up to a maximum of five books as gifts from any one denomination on strictly denominational subjects.

EXHIBITIONS

Except for temporary exhibit purposes the library cannot accept responsibility for historical documents or objects owned by groups or individuals.

Revised 4/14/82

Revised 2/4/04

Board of Trustees, Baldwinsville Public Library