

16.

GIFTS TO THE SOUTH HAVEN MEMORIAL LIBRARY POLICY

Materials in General – Gifts of library materials will be accepted and added to the collection only if they are needed and meet the criteria of the materials selection policy. Items not added to the collection may be sold by the friends of the Library, given to other libraries or discarded.

Collections – Gift collections will be accepted only by the Director, with the counsel of the Board of Trustees as appropriate, and with the understanding that the collection may not be kept intact.

Periodicals – Gift periodicals will be evaluated to determine their suitability for adding to the collection.

Return of Items – Once a gift is accepted by the library it will not be returned. Please see Donation of materials Form.

Recognition Gifts – The library welcomes monetary gifts for purchase of library materials given in recognition of individuals or organizations. The names of the donor(s) and the individuals or organizations recognized by the gift will be listed on a bookplate and affixed to the material.

Other Monetary Gifts – The library welcomes gifts of cash for the direct purchase of library materials and will try to accommodate the subject or title preferences of the donor. A book plate recognizing the donor will be affixed to the material if desired. Substantial cash offerings, securities, and bequests will be handled by the Director, who, with the Board of Trustees, will work out terms of acceptance that are compatible with library policies, the donor's intent, and applicable laws.

Real Estate or Other Personal Property – The library will accept gifts of real property that support the mission of the library. Such offers will be handled by the Director, who, with the Board of Trustees, will determine the suitability of the gift and work out terms of acceptance that are compatible with library policies, the donor's intent, and applicable laws.

Evaluation – The library will, if requested, provide a written acknowledgment of the receipt of gifts, but in accordance with income tax regulations will leave the determination of a value of the donation to the donor.