

Hamilton North Public Library

SUBJECT: Gift and Donation Policy
APPROVED BY: Library Board of Trustees
APPROVAL DATE: October 20, 2016
EFFECTIVE DATE: October 20, 2016
NEW () REVISED (X)

Hamilton North Public Library appreciates the generosity of donors and has established policy to prevent misunderstandings regarding the acceptance of gifts and donations. If donations or gifts are added to the Library holdings or are otherwise accepted as personal property of the library, the Library reserves the right to classify, arrange, and/or locate the items in the manner most in keeping with the Library's needs. A donor may not restrict access to, or the use of, donated items.

Materials in General – Gifts of library materials will be accepted and added to the collection only if they are in good condition and meet the criteria of the *Collection Development Policy*. Items not added to the collection will be sold, donated elsewhere, or discarded. We do not accept donations of textbooks, encyclopedias, magazines more than one year old, condensed books, or outdated materials on the subjects of medicine, technology, or science. Donations must be delivered in boxes and bags which will not be returned, except at the discretion of the Library Director or his/her designee. It is highly recommended that donors make an appointment before bringing in a large number of items.

Collections – Collections will only be accepted as gifts 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.

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

Monetary Gifts – The library welcomes gifts of cash for the direct purchase of library materials and will try to accommodate the type of material, subject matter, or title preferences of the donor. A bookplate may be affixed to the item with the donor's name if desired. The Director along with the Board of Trustees will handle substantial cash offerings, securities, and other bequests. Together, they will work out terms of acceptance that are compatible with the library's policies, the donor's intent, and any 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 in conjunction with the Board of Trustees, who 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.

Return of Items – The library will not be required to return any gift once it has been accepted.

Evaluation – The library will, if requested, provide a written acknowledgment of the receipt of gifts. The Library, however, does not provide an itemized list of routinely donated materials such as books, DVDs, CDs, videos, and magazines. It is the donor’s responsibility to establish, as desired, the fair market value or obtain expert assistance in establishing any value. Appraisals should be done prior to offering the gift and will not be done at the Library’s expense.