

APPENDIX G GARDEN CITY PUBLIC LIBRARY DONATIONS AND USE OF DONATIONS POLICY

The Garden City Library welcomes gifts of appropriate materials or funds for the purchase of materials, recognizing that gifts may provide valuable additions to the Library collection. The Library accepts gifts of materials and equipment with the understanding that the Library may do with them as it sees fit. The Library will not accept equipment or materials which are not gifts outright. Donated materials are expected to meet the same standards of quality and relevance to the collection as purchased materials. They should support the mission of the Library as well as meet the collection development guidelines and policies, in regard to physical condition, format, language, etc.

The Library reserves the right to make decisions about the disposition or location of gifts of materials or funds. The Library has full authority as to when, where, and how any gifts of materials or equipment are displayed or used. The Library also reserves the right to dispose of any gift materials that do not meet the Library's collection needs and policy guidelines. Gifts not retained by the Library may be given to, other libraries, charitable agencies, sold at book sales, or discarded.

The Library does not appraise or attach monetary value to any gift title or collection, based on the guidelines of the American Research Libraries' <http://www.mtsu.edu/~vvesper/appraisal.html>. An appraisal, if desired by the donor, should be done prior to the presentation of this material to the Library. However, all donors will receive a written acknowledgment from the Library with the number of titles donated.

(Adopted 7-11-07, reviewed 8-5-09 Garden City Library Board of Trustees)