Baldwin City Library Date: 1/26/2010

Baldwin City, KS

SUBJECT: **GIFTS**

1. Gifts or donations of books or other materials are accepted with the understanding that they may be used or disposed of as the library director determines is appropriate. Determining “appropriate” means using the same criteria set forth in this policy for the purchase of library materials. Gifts that are not added to the collection will be sold or disposed of in an appropriate manner.
2. If requested, the library will supply a letter listing the number of items donated. The library may not provide (prohibited by law) an appraisal of the items for the donor (for tax purposes).
3. The Treasurer of the Library Board will supply proper documentation, for tax purposes, if cash is received. Gifts of $250.00 or more will be acknowledged by the Secretary with a written statement declaring that nothing of value was received by the donor as a result of the contribution to the library. (See Appendix D for sample)
4. Gifts of items other than materials or money, not covered by written policies, shall be considered by the librarian and the library board. (See Object Donation Form)
5. The library reserves the privilege of using cash donations in a manner that will best serve the operation of the library and its service to patrons. If cash donations are made with requests for specific materials to be purchased, the Materials Selection and Collection Development Policy shall apply.
6. Gifts made to the Library become the sole property of the Library and remain so until they are either added to the collection or until a decision is made as to the appropriate disposition of such items.

7.0 Gifts are acknowledged. If desired, the library will identify gifts with an appropriate identification. The library maintains a record of donations, for example, a book including the name of the donor, the date of the gift and a general description of the materials donated.

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