

The Claverack Free Library and Reading Room Association GIFT POLICY

The Claverack Free Library and Reading Room Association acknowledges the great importance of gifts and donations to the Library's operations and to its future development. The Library welcomes gifts of money, property and materials.

The Claverack Free Library and Reading Room Association accepts gifts and grants under the following conditions:

- Gifts of library materials (books, magazines, tapes, audio-visual items, etc.) may be accepted with the understanding that the Library reserves the right to add them to its collection, distribute them to other libraries, donate, sell or discard them.
- Any restrictions on gifts, whether donations of monies, books, periodicals, audio-visual materials or art work, must be submitted in writing and approved by the Board of Trustees. Restricted monetary gifts will be accepted on the condition that the specific use requested is consistent with the goals and objectives of the Library.
- Unrestricted monetary gifts will be used at the discretion of the Library Board of Trustees in accordance with this gift policy and/or the Library's material selection policy.
- The responsibility for the appraisal or the estimation of the value of gift donations lies with the donor. The Board will not assess or suggest a value for non-monetary gifts for income tax or other purposes; any letter of acknowledgement will not contain a statement of value.
- The decision as to the acceptance and location of gifts of landscaping items, gifts of exterior ornamentation, sculpture and signage shall be made by the Board of Trustees, in conjunction with the Library Director. The major criterion on which the decision shall be based is the appropriateness of the offered gifts to the landscaping plan for the building.
- Staff and Trustees shall not accept gifts of any kind from a member of the public or vendors, except for small items such as a plant or cookies or candy. All other gifts, including tips, must be refused or returned to the sender with an explanation that acceptance of gifts is strictly against Library policy.

Approved: October 2008