

# **MONTVILLE TOWNSHIP PUBLIC LIBRARY**

## **GIFTS AND DONATIONS POLICY**

The Montville Township Public Library welcomes gifts, grants, donations and bequests from individuals, organizations, companies, or agencies. Accepting gifts and donations is an important way for the public library to benefit from the generosity of the community it serves. Gifts and donations of materials are reviewed using the same criteria as purchases and will be evaluated according to the Library Collection Development policy. The library reserves the right to dispose of any gifts that are given to the library. The library will determine how to best incorporate such materials into the existing collections. Materials not added to library collections may be used for programs or given to other local organizations such as schools, or senior centers.

Gifts of material items received by the library that are not added to the library's collection shall be sold either to one of our third-party book sale vendors, or at the next Library book sale, with proceeds deposited into the Library donations account. The proceeds from this sale shall accrue directly to the benefit of the library, in a fashion consistent with accepted library policies and services as determined by the Board of Trustees. Any items unsold may be donated to another organization or discarded.

Funds may be given for the purpose of acquiring materials recommended by library staff as prescribed in this policy, or for purchase of specific items suggested by the donor. When the library receives a cash gift for the purchase of materials, the library staff must make the selection with the general selection principles set forth in this policy.

All public libraries contain materials that some patrons may find objectionable. Libraries may omit from the collection materials that some patrons feel are important. In either case, the library has procedures that patrons may use in requesting the reconsideration of materials.

The Montville Township Public Library will only accept unconditional gifts. Any gift to which the donor has attached conditions, terms, limits, purposes, or restrictions will be considered by the Board of Trustees of the Montville Township Public Library. The Library Director and/or the Board of Trustees have the authority to accept or reject any gift.

Donations of books, DVDs, CDs and the like in good condition with no tears, yellowing, stains, water damage or mold will be accepted providing the donor understands that the Library will make use of the donation however it sees fit. These donations may be

included in the Library's collection, discarded, sold, or donated to another organization. If the donor requests a receipt, the Library will issue one with only the number of items; no dollar amount will be given on the receipt. The Library does not accept encyclopedias, textbooks, or sets of National Geographic magazines. From time to time, the Director and the Library Board will decide to suspend temporarily all donations of books, DVDs, and CDs if the volume becomes unmanageable.

The Library will not appraise or assign a monetary value to donated materials. On request, a statement acknowledging receipt of the donation will be provided.

Donors should call the library before bringing in donated materials to describe the content and volume of their donation and to determine if a staff member is available to accept the material. Staff are not available to lift or carry any boxes, bags, etc. of donated items. Library staff are not available to pick up donated material from patrons' homes.

The Library reserves the right to decline donations if donated items are not in acceptable condition, do not fall within the parameters of the Collection Development policy, or if space is unavailable to store the items until they can be evaluated for addition to the collection.

Gifts of money, stocks, or securities will be placed in the Library's donation account to be used for purchases beyond what the general operating account covers. The donor may select the subject of interest for the purchase of materials, but not specific titles. Professional librarians will make that choice.

Regarding the donation of objects, artwork, landscaping plants, artifacts and the like, the Board of Trustees must approve all donations. If accepted, the donor will receive a receipt for the items donated with no dollar given on the receipt. The donor will be informed that the Board is free to do what they wish with these items.

The Board of Trustees reserves the right to refuse any gift or donation (monetary or non-monetary) under certain circumstances. These circumstances include, but are not limited to: unreasonable restrictions on use or access; insufficient resources to properly manage the gift (space and maintenance requirements, etc.); or instances where the gift would appear to present a conflict of interest, violate the law, or create the image of an inappropriate relationship between the Library and the donor. The Library reserves the right to de-accession any gift without consulting the donor.