



## **GIFTS POLICY**

*Adopted January 2010*

### **GIFTS OF MATERIALS**

The Osceola Public Library welcomes gifts of selected materials for the collection based on the following criteria:

- The decision regarding acceptance or rejection of gifts will be determined by the staff member responsible for selecting materials for that part of the collection.
- Once a gift is accepted by the Osceola Public Library, the Library assumes free and complete legal title to those materials.
- Some items that are accepted but not added to the collection will be sold by the Friends of the Library. Items deemed unsuitable for the inclusion in the Library's collection will be disposed of.
- Gift collections will be accepted as appropriate and with the understanding that the collection may not be kept intact.
- Individuals who wish an appraisal of the material they are giving to the Library must have the materials appraised prior to the transference of the gift to the Library.
- Due to staffing limitations, the Library is not able to pick up donations of materials.

### **DONATIONS OF MONEY, REAL ESTATE, AND PERSONAL PROPERTY**

The Library will gratefully accept real estate, personal property, and other monetary gifts provided they support the mission of the library. Please note the following guidelines:

- Gifts donated for a specific purpose will be used for that purpose (restricted); gifts without a specified purpose will be considered unrestricted gifts and will be used at the discretion of the Library Director or Board of Trustees.
- General purpose donations will not be used for general operating expenditures, but only for special purchases or projects.
- Acknowledgments will be sent to the donors.



## **COMMEMORATIVE GIFTS**

The Library will accept gifts may be made in recognition of individuals or organizations. Please note:

- If desired by the donor, the name of an individual or organization to be recognized by the gift will be listed on a bookplate affixed to the material.
- All monetary donations will be acknowledged to the family of the person being memorialized.

## **CAPITAL CAMPAIGN GIFTS**

Donations meant for capital purposes can be donated to the Mill Pond Learning Foundation.

*End of Policy*

Reviewed November 2017