

## Gift Policy

The Library is grateful for gifts or bequests made to the Library in the form of money, securities, property or materials.

Gifts are accepted subject to the following limitations:

1. The Library retains the right to accept or reject any gift.
2. The Library retains the unconditional ownership of the gift.
3. The Library makes all decisions on the use or other disposition of gifts it has accepted.
4. Donations of software will not be accepted.
5. Any gifts which have a maintenance impact or have a significant visual impact on the library —e.g. landscaping or equipment, must be approved by the Library Board.
6. Works of art must be approved by the Director. The Library Board of Trustees is the sole arbiter of any questions relating to approval of artwork.
7. The Library reserves the right to decide, and to change, the conditions of display, housing and access to the materials.
8. The Library will not place a monetary value on any donated item, but will sign a donation acknowledgment on which the donor has placed his/her own value on the item.

3/03; revised 5/12; reviewed 2/17