

## **GIFTS AND DONATIONS POLICY**

The library may accept gifts of materials and monetary gifts. Gift materials are reviewed using the same criteria as purchases. The library reserves the right to refuse items that are damaged, dirty or otherwise in poor condition. Accepted gifts become the property of the library and the library reserves the right to dispose of any gifts deemed unacceptable. The library will determine how to best incorporate gifted materials into the existing collections.

Gifts received by the library that are not added to the library's collection may be forwarded to the Friends of the Middle Country Public Library for their disposition at a future sale. The proceeds from this sale shall directly benefit the library, in a fashion consistent with accepted library policies and services as determined by the Board of Trustees. Any items unsold by the Friends of the Library may then be donated to another organization or discarded.

Gifts of money toward the purchase of materials may be accepted with the understanding that items will be selected based upon the needs of the library. Gifts may be appropriately identified by a book plate or suitable label which the library will choose and supply.

The library may occasionally accept some gifts with restrictions imposed, based upon the discretion of the Director.

Gifts of real property will not be accepted without the approval of the Board.

***Adopted September 22, 1993 by the Board of Trustees of the Middle Country Public Library.  
Revised October 19, 2022.***