POLICY FOR ACCEPTING GIFTS
NEWFIELD PUBLIC LIBRARY

1. All gifts become the property of the Newfield Public Library.

2. The Library reserves the right to refuse any items.

3. Gifts of library materials (books, magazines, tapes, videos) will be accepted only on the condition that they meet the guidelines in the Library Collection Management Policy which is applied to purchased items. Items may be sold, traded, given away, added to the collection or discarded at the discretion of the Library Director and Trustees.

4. Monetary gifts will be accepted for the purchase of library materials, appropriate investment, facility improvements or equipment. If a gift in excess of $500 comes with a stipulation for its use, the Board of Trustees has the right of final approval.

5. Personal property, art objects, portraits, antiques and other collectibles will be accepted on the condition that they meet the library selection policy and that they may be sold, traded, given away or discarded at the discretion of the Library Director and Trustees.

6. Gifts will be formally acknowledged. However, the Library will not appraise or estimate the value of gifts. No tax receipts will be given unless a professional appraisal is presented.

7. If someone wishes to loan an item to the Library to put on display, the length of time of the display, the location of the display and other details will be worked out between the lender and the trustees. The Library will not be liable for any damage to the loaned items(s).

8. Donations for book sales will not include moldy, dirty, damaged books, National Geographic magazines and other periodicals, condensed books, reference books, text books, VHS or cassettes. The Library reserves the right to refuse any inappropriate donations.

Adopted April 1998, revised August 2012, reviewed-no changes Dec 2020, reviewed-no changes Oct 2026