

The Gloversville Public Library welcomes gifts of books and other materials. Donated materials will be evaluated using the same criteria as materials that are purchased by the Library. Once donated, items become the property of the Gloversville Public Library. Donated items will not be returned to the donor. The Library cannot accept any item that is not an outright gift.

The Library will not set fair market or appraisal values for donated items. If items are being donated to obtain a tax benefit, it is the donor's responsibility to establish fair market value or obtain expert assistance in establishing any value.

Items may be added to the collection in accordance with the *Collection Development Policy* of the Library. Those materials that are added to the collection will be classified and shelved according to standard procedures. The Library reserves the right to decide when a gift added to the collection must be withdrawn.

Materials which are in good condition and of value, but are not needed by the Library may be offered for sale through the Library, offered to the Friends of the Library for their book sale, offered to another organization, or disposed of as the Director deems appropriate.

Gifts of personal property, including art, antiques, and memorial plaques, are not encouraged and will be accepted only on a case-by-case basis upon the recommendation of the President of the Board and the Library Director, followed by the approval of the Library Board of Trustees.

Gifts of real property will not be accepted.

Any gift which will cause the Library to incur annual or periodic maintenance costs must have that cost separately endowed by the donor to the satisfaction of the Library. The Library reserves the right to liquidate, relocate, remove, or dispose of any accepted gift at any time.

The Library may also accept unsolicited monetary contributions of any amount. Unrestricted monetary contributions may be used as determined by the Director, and as authorized by the Board of Trustees, within the limits of the law. Restricted monetary contributions will be accepted if they reflect the Library's mission and goals. (Also see: *Donor Recognition Policy*.)

Adopted January 17, 2006 by the Board of Trustees of the Gloversville Public Library

Revised November 21, 2017

Revised October 20, 2020