

GIFT POLICY WAIVER

The Guilderland Public Library reserves the right to accept or reject any donation of books or other materials. Receipts will be provided if requested at the time of donation, and will include the type and number of materials only. No appraisals or assessments will be made by Library Staff, or agreed to.

Our gift policy, extracted from the Materials Selection and Collection Development Policy (revised and approved 6/9/2005; this policy is separately available) reads as follows:

The Library welcomes gifts of books and other materials with the understanding that they will be evaluated in accordance with the same criteria applied to purchased materials. Such factors as duplication, lack of sufficient community interest, processing costs, or inadequate shelf space may prevent their addition to the collection or permanent retention. The Library receives large numbers of donations each year, and selects some of these for inclusion in the collection.

Some items such as highly technical materials or those with limited interest may be accepted as gifts although they ordinarily would not be purchased. Older items may sometimes be accepted as replacements, although a replacement copy might not be purchased.

Gifts are accepted with the understanding that if the Library cannot use them, the Director may consider other alternatives.

When the Library receives a cash gift for purchase of memorial books or other tributes, the selection will be made by the Director in consultation with the Board of Trustees as appropriate, with consideration given to the donor's wishes.

Donations of collections in toto, specifically designated for library use, will be subject to approval by the Director and the Board of Trustees. As with other titles, acceptance will be based on usefulness to the collection, potential expense involved, and space available.

In addition, materials or equipment added to the collection or accepted for library use become the sole property of the Guilderland Public Library, to do with as it sees fit.

The undersigned agrees to these conditions, and will make no attempt to regain ownership of such materials or equipment.

NAME: _____

ADDRESS: _____ DATE: _____

Citations
Approved 4/11/96
Revised 2/9/06



GUILDERLAND PUBLIC LIBRARY

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