

## **RIVERHEAD FREE LIBRARY GENERAL POLICIES**

### **SUBJECT: GIFTS AND DONATIONS**

**PURPOSE:** To inform patrons of the Library's policy on gifts and donations.

**POLICY:** The Riverhead Free Library is a 501(c)(3) not-for-profit corporation. The Library welcomes gifts and donations from individuals or groups.

### **PROCEDURE:**

- Donations of materials will be judged by the same selection standards that apply to purchased materials, as noted in the Library's collection development policy.
- The Library retains full control over all donated materials. Donated materials will not be returned to the donor. Items not added to the collection may be given to the Friends of the Library book sale or otherwise discarded, at the discretion of the Director or his/her designee.
- The Library may accept gifts, bequests, or memorials provided they are not restricted by conditions which would conflict with the standard practices and policies of the Library. Restricted donations must be approved by the Board of Trustees in consultation with the Director.
- If requested, the Library will acknowledge donations in writing. No monetary values will be assigned to donations except in the case of financial gifts.