

GIFTS

Policy Statement

In order to strengthen its collection and extend its budget, the library encourages gifts of materials or funds with which to buy materials.

Regulations

Material Donations

Most gift items are not added to the Library's collection, but are offered for sale at branch or other book sales.

Bucks County Free Library (BCFL) will not appraise donations or provide evaluation of gifts for tax deductions or other purposes. Upon request, however, the Library will provide acknowledgement of material donations.

The Library accepts gifts that fall within needed subject categories as determined by the Collection Management Office (CMO).

Gift additions must meet the same selection criteria as purchased materials and are subject to the following limitations:

- The Library retains unconditional ownership of the gift
- The Library makes the final decision on the use or other disposition of the gift
- The Library reserves the right to determine the conditions of display, housing, and access to materials
- BCFL reserves the right to limit or refuse material donations.

Donated materials are managed at each library by the Branch Manager using procedures that are reviewed by the Collection Management Director and approved by the Public Services Director.

Funds for Collections

The Library accepts monetary donations, for memorial or other purposes, for the purchase of materials for the Library's collection when donors' intentions for the gifts are consistent with the Library's collection objectives.

Donors may specify broad types of materials to be purchased (i.e. children's materials, DVDs, etc). Specific titles will be chosen by library staff under the direction of the CMO.

Upon request of the donor, gifts under \$50 will be recognized on the library's website.



For gifts equal to or greater than \$50 and upon request of the donor, the library, at its discretion, will affix gift plates, identification plaques, or other recognition identifying the donor or person being honored.

For gifts over \$100, the Library will make every effort to purchased materials in the desired subject area. Because the Library may not have an immediate need for multiple items in a given subject, the Library reserves the right to hold funds in reserve until items in that subject are needed or the Library will work with the donor on an alternative plan.

Adopted by the Board of Directors January 18, 2000