

**GLOUCESTER COUNTY LIBRARY SYSTEM
GIFTS AND DONATIONS POLICY**

ARTICLE 1	GIFTS AND DONATIONS	ADOPTED: 7/26/2017
SECTION 1.0	PURPOSE	REVISED:

POLICY

The Gloucester County Library System (GCLS) encourages the interest and involvement of residents and organizations through donations of book or non-book materials, monetary contributions, and appropriate gifts. It is understood that gifts and donations do not take the place of public support but enable GCLS to provide and enhance library services in ways not financially possible within the annual operating budget.

GCLS reserves the right to refuse any gift or donation that is deemed to be not in the best interests of the Library to accept.

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ARTICLE 1	GIFTS AND DONATIONS	ADOPTED: 7/26/2017
SECTION 2.0	CONDITIONS OF ACCEPTANCE	REVISED:

POLICY

GCLS accepts gifts and donations at the discretion of the Library Director and/or the Gloucester County Library Commission.

Gifts and donations are accepted under the following conditions:

Materials: Gifts of miscellaneous books or other materials in good condition will be evaluated using guidelines set forth in the GCLS Collection Development Policy. GCLS reserves the right to add any donated item(s) to the collection, or distribute, sell, or discard them. No conditions regarding location, use or eventual withdrawal from the collection or building can be imposed.

Collections: Gift collections will be accepted at the discretion of the Library Director and/or the Gloucester County Library Commission with the understanding that the collection may not be kept intact. If the donated material is rare or irreplaceable the donor will provide GCLS with a "deed of gift" letter.

Recognition/Memorial gifts: GCLS welcomes monetary gifts for the purchase of library materials for the collection given in recognition of individuals or organizations.

Other monetary gifts: GCLS welcomes monetary gifts to provide and enhance services in ways not financially possible within the annual operating budget. Depending on the wishes of the donors, such donations may be referred to the Friends of the Gloucester County Library System.

Real estate or other personal property: GCLS will accept gifts of real property that support the mission of the Library. Such offers will be handled by the Library Director, who in consultation with the Gloucester County Library Commission and Library Solicitor will determine the suitability of the gift and the terms of acceptance compatible with GCLS' mission and policies, the donor's intent, and applicable laws.

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Wills, Estates and Bequests: Individuals may contact the Library Director who in consultation with the Gloucester County Library Commission and Library Solicitor will determine the suitability of the gift and the terms of acceptance compatible with GCLS' mission and policies, the donor's intent, and applicable laws.

Tangible gifts: The decision to accept gifts such as furnishings or equipment shall be made by the Library Director. Among the criteria on which the decision shall be based is need, space, impact on staff time, and expense and frequency of maintenance. If a gift is accepted, the gift shall be final and there will be no restrictions on GCLS' ownership, possession, use or disposition of the gift.

Art & decorative objects: In general, gifts of art objects shall be of local interest to the community, of a professional quality, well executed and in good condition. Because of limited display and storage areas, potential donors of art & decorative objects are requested to discuss any possible gifts with the Library Director.

As with all other gifts, art objects will be accepted only with the donor's full agreement that GCLS has the right to handle or dispose of the gift in the best interests of the Library.

Valuation: Income tax regulations leave the determination of the gift's monetary value to the donor. GCLS cannot assess or suggest a value for non-monetary gifts for income tax or other purposes. On request, a statement acknowledging receipt of the donation will be provided, but will not contain a statement of value. Donors wishing to have an appraisal of their gift done for income tax purposes should do so prior to donation.

Disposition of gifts: If a gift is accepted by GCLS, the gift shall be final and there shall be no restrictions on GCLS' ownership, possession, use or disposition of the gift. GCLS may dispose of any gift without notification to the donor.

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ARTICLE 1	GIFTS AND DONATIONS	ADOPTED: 7/26/2017
SECTION 3.0	LIBRARY MATERIAL DONATION	REVISED:

POLICY

The Gloucester County Library System (GCLS) accepts donations of books, audiobooks, DVDs and CDs. GCLS may accept donations of materials that pertain to local history. Items must be in good condition. Good condition is defined as not containing dirt, dust, mold, mildew, water damage, musty odor, broken bindings, torn, missing, yellowed or brittle pages, or markings in pen, pencil, crayon or highlighter. An inscription or ownership stamp (including a bookplate) is acceptable. GCLS reserves the right to add any donated item(s) to the collection or distribute, sell, or discard them.

The Library will not accept newspapers, newsletters, magazines or encyclopedias.

The Library will not appraise or assign a monetary value to donated materials. On request, a statement acknowledging receipt of the donation will be provided.

Donors should call the library before bringing in donated materials. Library staff are not available to lift or carry any boxes, bags, etc. of donated items. Library staff are not available to pick up donated material from patron homes.

Library staff reserve the right to accept or reject donations based on the above criteria, as well as storage considerations. GCLS will not guarantee donated items will be added to the collection.