



GLEN ROCK PUBLIC LIBRARY

Gift & Donation Policy

The Glen Rock Public Library welcomes gifts and donations in support of the mission and goals set forth by the Glen Rock Public Library Board of Trustees. As a public entity, the Library makes decisions that are in the best interests of both the Library and the community it serves, in accepting or declining any gift or donation. This policy establishes the guidelines for accepting or declining gifts and donations.

Guidelines

- Gifts must align with the mission of the Library.
- All gifts and donations are unrestricted; or, if restricted, are offered in broad and/or flexible terms.
- Gift or donation must not impose any undue financial burdens on the Library.
- Donations may be designated to be used towards programs for any demographic, collections, services, equipment, operations, or capital improvements.
- The Library will acknowledge any donation in writing, if requested, but will not value or appraise any gift.
- Once a gift is accepted by the Library, the gift shall be final.
- The Library may accept or decline any gift without explanation.

Monetary Donations

Monetary donations are gratefully accepted and will be used in accordance with this gift policy and the Library's mission and goals.

Monetary donations given for the purpose of purchasing Library materials may be accepted as long as the request is consistent with the Library's Collection Development Policy. When the Library receives a monetary gift for the purpose of material acquisition, the general nature or subject area of the materials to be purchased can be based on the wishes of the donor. Staff will select specific titles in accordance with those wishes and the Collection Development Policy.

The Library will issue a letter of acknowledgement for all monetary donations. The Library may, at its discretion, publicly acknowledge the donor for notable monetary gifts.

Non-Monetary Gifts

The Library may accept donations of new and gently used books and other materials in good condition with the following restrictions:

- The decision to add a particular item to the collection rests solely with the Library Director or designee based on the determination if the item is appropriate for the collections, and is in keeping with the Collection Development Policy.
- Due to space and other constraints, the Library is unable to accept all materials offered to us. The Library reserves the right to dispose of unsolicited materials in any manner it deems appropriate after a donation is accepted.
- Gifts of materials that are accepted by the Library become the absolute and unconditional property of the Library and cannot be returned to the donor for any reason. Once the Library accepts an item(s), the Library is free to make all decisions in accordance with its established policies and procedures with respect to the retention, storage, processing, use, and disposition of that item.

Other tangible gifts, including art, equipment, or other materials, may be accepted by the Library. Gifts of items for permanent display or preservation are not normally accepted. The decision to accept tangible gifts shall be made by the Library Director or the Library Board of Trustees. If a gift is accepted, the gift shall be final and there will be no restrictions on the Library's ownership, possession, use or disposition of the item. The gift will not be returned to the donor.

The Library can issue an acknowledgement for non-monetary gifts upon request by the donor, but cannot appraise or establish a monetary value for the donation. The Library may, at its discretion, publicly acknowledge the donor for notable tangible gifts accepted by the Library.

Approved by the Glen Rock Public Library Board of Trustees, February 8, 2024.