

## **HEERMANCE MEMORIAL LIBRARY GIFT POLICY**

The Heermance Memorial Library accepts gifts under the following conditions:

1. No gifts will be accepted on which the donor places restrictions or special conditions, unless those restrictions or conditions are specifically accepted by the Library Board of Trustees.
2. Unrestricted monetary gifts will be used at the discretion of the Library Board of Trustees in accordance with this gift policy and/or the Library's materials selection policy. Restricted monetary gifts will be accepted on the condition that the specific use requested is consistent with the mission of the Library.
3. Gift materials will be judged by the same materials selection standards that apply to purchased materials.
4. Gifts of library materials (books, magazines, etc.) may be accepted with the understanding that the Library reserves the right to add them to its collection, distribute them to other libraries, donate, sell or discard them.
5. All real property, personal property, art objects, portraits, antiques and other collectibles, if accepted, are accepted only on the condition that they may be sold, kept, given away or discarded at the discretion of the Library Board and/or the Library Director. However, specific requests for the disposition of an item will be taken under advisement by the Board, and the gift will be returned if the request is not deemed to be suitable to the needs of the Library.
6. Gift items will be formally acknowledged, if the donor wishes. The Library will not appraise or estimate the value of gift donations. The responsibility for such assessment lies with the donor.

This policy is determined by the Library Board of Trustees and is subject to periodic review and/or revision at the discretion of the Board. Appeals may be submitted to the Board in writing.

**Adopted by the Board of Trustees of the Heermance Memorial Library August 5, 2002**  
**Revised by the Board of Trustees of the Heermance Memorial Library November 15, 2007**  
**Reviewed by the Board of Trustees August 11, 2016**  
**Revised and approved by the Board of Trustees of the Heermance Memorial Library**  
**December 16, 2021**