

# Mount Morris Library

121 Main Street

Mount Morris, New York 14510

## Mount Morris Library Gift Acceptance Policy

The Mount Morris Library accepts donations of any kind that support and further the mission, goals and objectives of the Library, as established by the Board of Library Trustees.

The purpose of this policy is to specify the type of donations that the Library will accept and how the Library will handle these donations. Gifts can be given in honor or in memory of a person or event. The Library cannot and does not appraise books, works of art, or any other items, nor will it bear the cost of such an appraisal. Donors who wish to have the value of a donation specified must make all arrangements for and bear all costs of an appraisal.

The Library may not be able to accept a donation if the donor places extensive and/or restrictive conditions on the use of the gift by the Library. All decisions regarding directional signage with respect to the location of a donated item or items within the Library building is the prerogative of the Library.

All gifts accepted by the Library become the property of the Library, which has the prerogative to keep or dispose of the items. The Library accepts gifts of money, in any amounts. The donor may indicate how he/she wishes the money to be spent by the Library; i.e. for a particular type of library material, service or activity item of furniture or equipment, but the library retains the right to make the final decision based on our mission and goals.

The Library accepts gifts of library materials in good condition, including books, audio books and DVDs.

All materials accepted as gifts are evaluated in accordance with the Collection Development Policy. In most cases, usable library materials that the Library does not add to its collections are offered for sale. Money raised by the sale of material is used to benefit the Library and its programs.

Acknowledgement letters are usually not written for routine donations of used materials. At the request of the donor, the Library will supply a letter signed by the employee receiving the materials.

The Library will not accept real items that cannot be properly cared for or secured by the Library within normal operations and procedures of the Library.

The Library retains the prerogative to accept or reject any work of art for the Library.

The Library accepts gifts of furniture and equipment that supports and furthers the mission, goals and objectives of the Library. The Library retains the prerogative to accept or reject any gift of furniture and/or equipment for the Library

Donation of any other types of gifts will be considered by the Library on a case by case basis.