Planning and Policy Manual

Abstract

This document includes the long range plan, technology plan, bylaws of the Saratoga Springs Public Library Advisory Board, and policies which govern Library operations.

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XIV: Gifts and Donations

The Library welcomes gifts of equipment, money, or material for their use. Books, media, and other donated materials are subject to XIII: Collection Development and Maintenance Criteria for Selection which identifies criteria that are applied to materials which are purchased.

1. Gifts and Donation Receipts. The Library will, if requested, provide a written acknowledgement of the receipt of gifts, but not an itemized list. In accordance with income tax regulations, the Library will leave the determination of value of the donation to the donor or legality of a tax deduction.
2. Donated Materials. All donations become property of the Library and the Library reserves the right to use them according to its needs. The Library is under no obligation to add materials to the collection or to notify the donor of the disposition of items. The Library retains unconditional ownership of the gift. Unused donations may be sold or disposed of through other means determined by the Library. Gifts in excess of 5 years old (from copyright) will not be considered for the collection, unless they fill a specific need. Gifts of items used for the collection are to be in new or nearly new condition.
    a. The Library encourages and appreciates gifts and donations; however, the following types of materials will not be accepted: audio and video cassettes, encyclopedias, home-made recordings, textbooks, newspaper, software, vinyl records, or extremely worn, damaged, or outdated materials.
3. Monetary Gifts. The Library is pleased to accept monetary gifts intended for the purchase of Library equipment or materials when the donors' intentions for the gift and the Library's policies align.