

# **SAMPSON-CLINTON PUBLIC LIBRARY SYSTEM**

## **GIFTS AND DONATIONS POLICY**

The Sampson-Clinton Public Library will encourage and accept gifts with the understanding that gifts of materials will be added to the collection only if they meet the same standards required of purchased materials. Gift materials not meeting those standards, those that are out-of-date, unneeded duplicates of items already owned, or those in a format unsuitable for library use, may be given to other organizations, sold, exchanged or recycled.

Gift items will be integrated into the regular library collections in normal sequence, available to all library patrons, and otherwise handled as any other material belonging to the library.

Gift items may be marked with an appropriate bookplate. A letter for tax purposes may be sent to the donor if requested at the time the donation is made, acknowledging receipt of the gift only.

When a gift is no longer needed, it will be disposed of in the same manner as material purchased.

Monetary gifts may be made to the library. The Library Board of Trustees and the Library Director will determine the disposition of such gifts.

Gifts given in "honor of" or in "memory of" may be donated to the library. It is encouraged to consult with the library staff before the purchase of such items as to determine library "need". A bookplate will be added to the items. The items may be withdrawn when no longer needed.