



## **Gift and Donation Policy**

Accepting gifts and donations is an important way for the public library to benefit from the generosity of the community it serves. Gifts and donations of materials are reviewed using the same criteria as purchases. The library reserves the right to determine the retention, location, cataloging treatment, and other considerations related to the use or disposition of all gifts. The library assumes no responsibility for appraisal of gift items, nor can the library accept items under restricted conditions.

Gifts received by the library that are not added to the library's collection shall be forwarded to the appropriate Friends of the Library group for their disposition at a future sale. The proceeds from this sale shall accrue directly to the benefit of the library, in a fashion consistent with accepted library policies and services as determined by the Board of Trustees. Any items unsold by the Friends of the Library may then be donated to another organization or discarded.

Funds may be given for the purpose of acquiring materials recommended by library staff as prescribed in this policy, or for purchase of books or materials to honor or remember someone as suggested by the donor. When the library receives a cash gift for the purchase of materials, the library staff must make the selection with the general selection principles set forth in this policy.

All public libraries contain materials that some patrons may find objectionable. Libraries may omit from the collection materials that some patrons feel are important. In either case, the library has procedures that patrons may use in requesting the reconsideration of materials.

Modified from the American Library Association policy

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