



Gift Policy

Gifts are welcome and encouraged with the donor's agreement and understanding of the following policies and conditions:

All Gifts

Gifts are accepted, used, loaned, displayed, donated, traded, sold, or otherwise disposed of at the sole discretion of the library. Donated items will not be returned to the donor, and the library will not accept anything that is not an outright gift.

Every effort will be made to abide by agreements made with respect to gifts. However, because of circumstances such as ordinary wear, theft, mutilation, obsolescence, and changing library needs, **no guarantee is made that any gift will be permanently displayed or kept by the library.**

Receipt given by the library to donor is limited to a general acknowledgment of gifts(s) received. Assignment of value for income tax or other purposes is the responsibility of the donor. The library does not appraise materials for donors, nor endorse appraisals provided by donors. It is recommended that the donor make a list of any item(s) donated.

The library reserves the right to decline any gift and to accept or discard any goods or materials sent unsolicited to the library. A gift will be judged based on its suitability to the purposes and needs of the library, the laws and regulations that govern its ownership, the library's ability to cover insurance and maintenance costs associated with it, and whether it is in acceptable physical condition and can be used in accordance with the wishes of the donor.

Books & Other Materials

Donations are accepted according to guidelines established by the Friends of the Webster Public Library in consultation with library administration. Evaluation and disposition of gift materials is the responsibility of library staff and volunteers authorized by the Library Director. Gifts to be considered for the library collection are evaluated according to the library's Collection Development Policy.

Acceptance of donated books and other materials in no way guarantees their inclusion in the library's collection. Most gifts are used in the Friends of the Webster Public Library's lobby sale and book sales to benefit the library, and some are discarded.

Furnishings, Equipment, Artwork

Acceptance is subject to recommendation of the Library Director and approval of the Webster Public Library Board of Trustees.

Prospective donors should make written application to the Library Board regarding item(s) to be donated, including a full description of the item(s), the donor's estimation of value, and instructions for use, if any. The Library Board's decision will be made at a regular Library Board Meeting and communicated in writing.

Cash, Securities, Real Estate

Gifts contingent upon a specific purpose depend on whether the use requested is consistent with needs of the library and are subject to acceptance by the Webster Public Library Board of Trustees. Once accepted, designated gifts will be used so far as it is practicable in accordance with such designation.

The Webster Public Library Board of Trustees determines where undesignated funds received as gifts will be deposited and distributed.

Acknowledgment of a gift may be publicized by the library at its discretion unless the donor requests anonymity.

For memorials and honorary gifts, acknowledgment is sent to the donor and the family of the person being recognized. Item(s) to be purchased are determined in consultation with the donor and are marked with donor plates whenever possible.

Adopted by the Webster Public Library Board of Trustees on 05-13-2020