

Policy Section	6.00
<i>Number</i>	6.01
<i>Effective</i>	04-2004
<i>Revised</i>	01-03-2013

Gifts

Gifts and Bequests

The Library Board looks with favor on gifts in the form of materials and/or funds to be used for the purchase of resources or other items. Books and other materials will be accepted on the condition the Board and Director or designee has the authority to make whatever disposition is deemed advisable.

Staff members responsible for selection of materials will base their decision to include gift materials in the Library's collection based on:

- Whether the item conforms to the Library's standards of materials selection
- Whether the physical condition is satisfactory
- Whether the Library needs the title or added copies of the title in its collection

When the Library receives a cash gift for the purpose of memorial, tribute, or other materials selection may be made by the donor or Library Director at the request of the donor. The general nature of a collection item, or its subject area, will be based on interested specified by the donor and the needs of the Library. In the event the donor has no preferences, the donation shall be used for whatever materials or equipment are deemed to be of greatest need for the Library.

All gift materials shall be labeled "Gift" or "Donation." Donation plates for collection items are available by request of the donor.

Personal property, art objects, portraits, antiques, and other related objects will not be accepted without the prior approval of the Library Board.

Gifts of money, real property, and/or stock will be accepted if they comply with state and city codes governing such gifts; provided, in accordance with Idaho State Code, stock will be sold, with the proceeds deposited in the Library's donation fund account.

The Library will not accept materials and/or items that are not outright gifts.