

GIFTS POLICY

The Field Library welcomes gifts of books, periodicals, audiovisual materials, and other items useful to the library. All donated material is examined by either the Director or other professional librarians as assigned, and evaluated for suitability of content and physical condition on the basis of the same “Materials Selection Policy” criteria that govern the purchase of library materials.

Acceptance of Gifts

- No gifts will be accepted on which the donor places restrictions or special conditions, unless those restrictions or conditions are specifically accepted by the Board of Trustees and the Library Director.
- Where gift material is not suitable for the library’s collection, we reserve the right to dispose of the material in any of the following ways: offer the material to other public libraries or similar institutions; offer the material for sale at the library bookstore and online; discard the material.
- Subscription gifts to a current periodical will also be evaluated for suitability in consultation with the Library Director. The library is under no obligation to continue the subscription when it expires.
- The library will refuse to accept materials that belong to other libraries or are in such poor condition as to be unusable or unsellable.
- The library has limited facilities for transportation, and will pick up gifts only if they are of exceptional value to the library.

Monetary Gifts

- Monetary gifts will also be accepted for the purchase of library materials or equipment.
- Personal property, art objects, portraits, antiques, and other collectibles will be accepted only on the condition that they may be sold, given away, or discarded at the discretion of the Board of Trustees and the Library Director.

Receipt for Gifts

- When a patron wishes a receipt for a donation, it will be either mailed or given to the patron as time permits. Library staff are not trained nor obligated to assign a monetary value to donations. Patrons requesting this information for tax purposes should consult their accountant, and such assessment is the donor’s responsibility.

Approved by The Field Library Board of Trustees January, 2013