

## GIFT POLICY

The Freedom Public Library welcomes gifts of all types including library materials, equipment, and funds for the purchase of material, equipment and real property. The Library encourages gifts of cash not earmarked for specific items in order to permit the most flexible use of the donation for the enrichment of the library program.

The Library Trustees and/or the Library Director will make the final decision on the use or other disposition of the gift.

The Library will not determine the value of any gift accepted for income tax purposes; this is the responsibility of the donor. The library will, however, on request, acknowledge the gift by letter and specify the type, quantity, and condition of the gift for the donor's records.

### GIFT CONSIDERED FOR INCLUSION IN THE LIBRARY'S COLLECTION

Any gift considered for inclusion in the Library's collection is subject to the following conditions:

1. If the only reason for the donation is to add it to the Library collection, the donor must make this wish clear upfront and the library Director must approve the gift. If the item cannot be added to the collection, the donor will be contacted and the gifts returned if necessary.
2. The Library retains unconditional ownership of an accepted gift. No gift will be returned to the donor.
3. The Library reserves the right to decide the conditions of the display, housing, and access to the material.
4. When gift items are withdrawn from the collection, the library will not notify the donor of the withdrawal. The library will not automatically replace worn-out or lost gift items.

### GIFTS NOT INTENDED FOR INCLUSION IN THE LIBRARY'S COLLECTION

Donated items that cannot be added to the library's collection will be placed in the library's book sale and proceeds will be used to enrich library services. Unsold items may be recycled or discarded.

