

## Library Policy – Gifts of Materials

### Gifts of Materials

- i. The Library welcomes gifts. Its collection has been greatly enriched by many fine donations.
- ii. The **General Principles of Selection** (Section X. Paragraph D on page 30) that govern purchases also apply to gifts. Gifts of materials will be accepted on the condition that the Library Director may select those items needed for the collection and dispose of unwanted items when necessary. Items not added to the collection may be given to another library or may be sold at one of the Friends of the Library's book sales.
- iii. Gift subscriptions to periodicals are welcome and should be discussed with the Library Director prior to a subscription order being submitted.
- iv. Gifts commemorating both the happy and sad events of life are encouraged. The donor should contact the Library Director and discuss the suitability of the donation as well as any special requirements. The staff can provide a list of well-reviewed materials on specific subjects. The Library Director may discuss the acceptance of any gift with the Trustees.