

ROSEVILLE PUBLIC LIBRARY

Gift Policy

Gift items are received by the Library with the explicit understanding that they may or may not be accepted based on the criteria enumerated below. All gifts will be accepted or declined by the *Roseville Public Library Commission* at their next regularly scheduled meeting.

No gifts can be accepted with any stipulations as to placement, use, loan restrictions, etc. Accepted gifts are placed in areas designated by the Library Director and/or staff and may be discarded at their discretion.

At no time is publicity or formal presentation allowed concerning any gift without prior approval of the Commission.

When the Library receives a cash gift for the purchase of an item or Library materials, selection can be recommended by the donor, but final approval is made by the Library Director. Book plates will only be added to new library materials.

Donations to the Library are added or discarded based on the decisions of Librarians who are specialists in various subject areas. Gift materials are evaluated based upon the following considerations:

1. Whether they meet the Library's standards of material selection.
2. Whether the physical condition is satisfactory.
3. Whether the Library needs the item or added copies of the item in its collection.

No gifts to the Library can be evaluated for income tax purposes. It is the responsibility of the donor to acquire such information from other sources since Library personnel do not have the expertise to provide such information.

The Library will issue a receipt for actual money received and/or a receipt acknowledging receipt of a specific number of items contributed.

Adopted by the Roseville Public Library Commission November 7, 1994
Revised 5/12/03
Revised 5/8/06
Revised 5/12/14