

OSSINING PUBLIC LIBRARY

GIFT AND DONATION POLICY

The Ossining Public Library welcomes gifts at the discretion of the Library Director and/or the Board of Trustees. These gifts help enrich and improve public library resources. The Library reserves the right to decline any gift which does not further the mission or goals of the Ossining Public Library or which would result in the incurrence of excessive expense or administrative support.

Tangible Objects and Ephemera (Written and printed matter not intended to be retained or preserved.)

Guidelines

Gift materials will be judged by the same materials selection standards that apply to purchased materials. (See: Collection Development and Materials Selection Policy)

Individual donations to the collection are accepted with the understanding that the library applies the same criteria for evaluating gift material as it applies to purchased material. Gifts may be accepted with the understanding that the Library reserves the right to add them to its collection, distribute them to other libraries, donate them, sell them or discard them. Gifts will be withdrawn in the same manner as purchased material. The library does not accept responsibility for notifying donors of withdrawal or replacement of gift items.

All personal property, art objects, paintings, prints, maps, antiques and other collectibles, if accepted, are accepted only on the condition that they may be sold, kept, given away or discarded at the discretion of the Library Board and/or the Library Director. However, specific requests for the disposition of an item will be taken under advisement by the Board, and the gift will be returned if the request is not deemed to be suitable to the goals and objectives of the Library.

Gift items will be formally acknowledged if the donor wishes. The Library will not appraise or estimate the value of gift donations. The responsibility for such assessment lies with the donor.

Cash, Securities, Real Estate

Undesignated gifts are preferred. Gifts contingent upon a specific purpose are subject to acceptance by the Library Board. Once accepted, designated gifts will be used so far as is practicable in accordance with such designation. All funds received as gifts are deposited to the Library Endowment Account and expended by approval of the Library Board.

For memorials and honorary gifts, acknowledgment is sent to the donor and the family of the person being recognized. Item(s) to be purchased are determined in consultation with the donor and are marked with donor plates whenever possible.