

GIFTS AND DONATIONS POLICY

The resources of the Babylon Public Library have been developed over the years through careful selection by our librarians and through the acceptance of many valuable and useful gifts. A donation to the Babylon Public Library is an excellent way to enhance and enrich library services for the entire Babylon community. Babylon Public Library welcomes direct gifts of cash, bequests, securities or other types of property, as well as gifts of library materials. The Library Director shall gladly meet with a potential donor to discuss options and opportunities for giving that reflect the donor's intent.

Babylon Public Library is a school district library. As such, donations that are accepted by the Library are tax deductible. Upon acceptance of a donation, the Library shall furnish an acknowledgement to the donor for tax purposes. Except in the case of a monetary contribution, Babylon Public Library will not place a value on gifts for tax purposes, nor will it provide an itemized list of donated items.

Monetary donations may also be made to the Library's Honor and Memorial Program. This program provides a unique way to honor a special event or to provide a lasting memorial. Library staff shall select a book for inclusion in the general collection which reflects a special interest of the honoree.

Donations of furnishings, works of art, equipment or exterior landscaping items such as ornamentation, sculpture and signage shall be accepted by the Library Board of Trustees on the advice of the Library Director. Among the criteria for acceptance shall be artistic quality, suitability to the building and the community, need, space, impact on staff time, expense, frequency of maintenance and conformity to landscaping and/or building architecture.

Donations of print and non-print materials that support the Library's *Selection Policy for Library Materials* shall be accepted and integrated into existing collections. These materials must be in good physical condition. Generally, the Library does not accept encyclopedias, textbooks or magazines.

The Library applies the same criteria for evaluating donated items as it applies to library-purchased items. Donations shall not be accepted unless given to the Library without restriction. In accordance with the Library's *Selection Policy for Library Materials* donations placed in the Library collection shall be discarded in the same manner as library-purchased items. The Library does not accept responsibility for notifying donors of withdrawal or replacement of gift items.

The decision to accept a donation shall be made by the Library Board of Trustees on the advice of the Library Director. Gifts are accepted with the understanding that they become the property of the Library upon receipt, and that the Library may make all necessary decisions as to their retention, location, cataloging treatment, and other considerations relating to their use and disposition. Materials which prove not to be needed in the Library may be exchanged with other libraries or given to non-profit institutions, charities, hospitals or sold by the Friends of the Babylon Public Library with the proceeds to benefit the Library.

Adopted 3/10/01
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Reconfirmed 7/09/19