



Clinton Community Library

Gift Policy

The Clinton Community Library welcomes gifts of books, money and other items. Gifts to the Library may be accepted by any Trustee or the Library Director in adherence with the following guidelines:

1. Unrestricted monetary gifts will be used at the discretion of the Library Director in accordance with all Library policies including the Board-approved budget. The Library Director is authorized to accept any unrestricted monetary gift under \$5,000. Unrestricted monetary gifts of \$5,000 or more, as well as gifts of stocks, bonds, endowments, bequests or real property, must be accepted by the Board of Trustees.
2. Monetary gifts upon which the donor places restrictions or special conditions will only be accepted with the specific approval of the Board of Trustees. Donor restrictions must be consistent with the goals and objectives of the Library as determined by the Library Director and Board of Trustees. Restricted gifts under \$5,000 that are in support of existing library programs may be accepted by the Library Director.
3. Donated circulation materials (books, magazines, audio and video recordings) will be accepted upon approval of the Library Director and will be judged by the same selection standards that apply to purchased materials. All donated circulation materials will be used solely at the discretion of the Library Director, including adding the materials to the Library collection, donating them to other libraries, donating them to organizations outside the Mid-Hudson Library System, selling them or discarding them. Once accepted, donated materials will adhere to the same circulation rules that apply to all materials in Mid-Hudson Library System collections.
4. Requests for the donation of non-circulation gift items, such as antiques, artworks, maps, collectibles and landscaping items (exterior ornamentation, sculpture, signage), will be taken under advertisement by the Library Director and Board of Trustees prior to accepting the gift. An appropriate deed of gift, or similar document transferring sole and exclusive ownership of the item(s) to the Library, will be required. Non-circulation gift items will be accepted only on the condition that they may be sold, given away or discarded at the discretion of the Library Board and/or the Library Director, unless the Library Board decides to accept a proposed restriction applicable to such gift.
5. The Library does not assign monetary value to donated items. Assessment or appraisal of any gift item is the sole responsibility of the donor.
6. The Library will make formal acknowledgement of any accepted gift according to the wishes of the donor.
7. All gifts, with the exception of donated circulation materials, must be reported at the next full Board meeting following receipt.

Approved by the Clinton Community Library Board of Trustees on March 14, 2016.