

## **ANDERSON PUBLIC LIBRARY GIFT POLICY**

The Anderson Public Library Board of Trustees encourages gifts, donations, contributions and sponsorships which will help the library better serve the needs of the community. All gifts to the library shall immediately become the property of the Anderson Public Library and will be used in the manner most desirable for the benefit of the library. The Board reserves the right to make exceptions to the policy as needed.

### **Gift Acceptance**

We are pleased to receive monetary contributions which will be used to further library service. Unless otherwise specified in writing, all gifts are considered unrestricted. Monetary donations will be deposited into the gift account and used for programs, materials, or special purchases as approved by the Library Director.

Conditional or restricted gifts, gifts-in-kind (i.e., furnishings, equipment, art, collections and other decorative objects) and all gifts of consequence (i.e., real property, stocks, annuities, and large monetary gifts) will be considered individually and accepted at the discretion of the Board of Trustees.

### **Gifts**

The library accepts gifts of materials but reserves the right to evaluate and dispose of them in accordance with the criteria applied to purchased materials. As a general rule, the library does not accept artifacts. The library retains the authority to accept or reject gifts and to make all decisions as to their use, housing, and final disposition. Gifts which are not consistent with the library's objectives and policies will be given to the Friends of the Anderson Public Library.

### **Gift Recognition**

All gifts, donations or contributions are recognized with an acknowledgment letter.