

# **Cotuit Library Collection Management Policy Gifts**

## **Policy Statement**

In order to strengthen its collection and extend its budget, the Cotuit Library encourages gifts of materials or funds with which to buy materials.

## **Regulations**

### Material Donations

Most gift items are not added to the Library's collection, but are offered for sale to raise funds.

The Cotuit Library will not appraise donations or provide evaluation of gifts for tax deductions or other purposes. Upon request, however, the Library will provide acknowledgement of material donations.

The Library accepts gifts that fall within needed subject categories as determined by the Library Director.

Gift additions must meet the same selection criteria as purchased materials and are subject to the following limitations:

- The Library retains unconditional ownership of the gift
- The Library makes the final decision on the use or other disposition of the gift
- The Library reserves the right to determine the conditions of display, housing, and access to materials

The Cotuit Library reserves the right to limit or refuse material donations.

Donated materials are reviewed by the Library Director. Items selected for the collection are managed by Library staff; items sent to the Book Sale are managed by either the Board of Trustees (for the annual sale) or the Friends of the Cotuit Library (for the Book Nook).

### Funds for Collections

The Library accepts monetary donations, for memorial or other purposes, for the purchase of materials for the Library's collection when donors' intentions for the gifts are consistent with the Library's collection objectives.

Donors may specify broad types of materials to be purchased (i.e. children's materials, DVDs, etc). Specific titles will be chosen by the Library Director.

The Library, at its discretion, will affix gift plates, identification plaques, or other recognition identifying the donor or person being honored.

The Library will make every effort to purchase materials in the desired subject area. Because the Library may not have an immediate need for multiple items in a given subject, the Library reserves the right to hold funds in reserve until items in that subject are needed or the Library will work with the donor on an alternative plan.

Approved by the Board 6/28/2011