

## Gifts

The Cranford Public Library gratefully accepts gifts that add to its collection and resources. The generosity of its friends, both individuals and organizations, has been a significant source of support over the years.

1. The following policies govern the acceptance, utilization, and disposition of all gifts.
  1. The Library accepts gifts of money, securities, or real estate. Any conditions or restrictions on such gifts must be approved by the Library's Board of Trustees. Any moneys derived from unconditional gifts are applied to the purchase of equipment or materials according to need.
  2. The Library recommends and encourages memorials in the form of funds for library materials. When a cash gift is received for purchase of a memorial, the selection is made by the Library Director.
  3. All gifts of \$50.00 or more are to be reported by the Library Director at the next regular meeting of the Board of Trustees. All cash gifts are deposited in the Revolving Fund.
  4. The Library accepts gifts of books and other library materials, with the understanding that such gifts will be added to the collection only if they meet the same standards that are applied to the acquisition of new materials. A gift that, in the Library's opinion, does not sufficiently benefit the collection cannot be accepted.
  5. All gifts of books and other library materials are considered outright and unrestricted donations and become the Library's property upon receipt.
  6. The Library accepts original works of art (paintings, sculpture, photographs, etc.) only upon the approval of the Library Board of Trustees. Before final acceptance from the artist, all art works must be framed or otherwise in a finished state. A donation slip signed by the artist states that the work becomes the exclusive property of Cranford Public Library and that the Board reserves the right to use and display the art at its discretion.
  7. Gifts that are not added to or that are withdrawn from the collection are disposed of in whatever manner the Library deems most appropriate, without obligation to the donor.
  8. The Library does not accept as a gift any item, object, or work or art if the condition of acceptance requires permanent exhibition.
  9. The Library does not accept gifts that require special considerations (e.g., separate housing, special personnel, or restricted use). Unusual circumstances may be referred to the Board of Trustees for decision.
  10. The Library acknowledges gifts with receipts or letters that can be used for tax purposes, but it cannot appraise gifts or place monetary values on them. It is, therefore, the donor's responsibility to determine the value of donated property.

*Approved by the Cranford Public Library Board of Trustees on March 26, 2015.*