

## GIFTS AND DONATIONS

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The City of Saratoga Springs Public Library accepts gifts of books and other materials. Donated items become property of the City of Saratoga Springs Library. The library is under no obligation to add materials to the collection or to notify the donor of disposition of items. If they are not needed because of duplication, condition, or dated information, the Library Director can dispose of them as he/she sees fit. The same criteria of selection that are applied to purchase materials are applied to gifts; selection criteria are addressed in the policy entitled "Circulation Development Policy." Items not add to the collection are given to the Friends of the Saratoga Springs library to sell at book sales. The proceeds benefit the library.

Memorial gifts of books or money are also accepted with suitable bookplates placed in the item. Specific memorial items can be ordered for the library on request of a patron if the request meets the criteria established by the Collection Development Policy. It is desirable for gifts of or for specific titles to be offered after consultation with the Library Director. The Library Director will make item selection if no specific item is requested.

By law, the City of Saratoga Springs Public Library is not allowed to appraise the value of donated materials, though it can provide acknowledgement of receipt of items if requested by the donor.

The City of Saratoga Springs Public Library encourages and appreciates gifts and donations; however the following types of materials will not be accepted: audio and video cassettes, encyclopedias or textbooks more than 5 years old, home-made recordings, textbooks, newspapers, software and vinyl records or extremely worn, damaged or outdated materials.

Adopted: 2/28/2011

Reviewed by Library Board: February 2014