

BANCROFT PUBLIC LIBRARY

GIFT - DONATION POLICY

The Library will accept gifts and donations under the following conditions:

1. Gift materials will be judged by the same material selection standards that apply to regular purchases of materials.
2. No gift materials will be accepted for which the donor places restrictions or special conditions.
3. Memorial gifts will be accepted for purchase of materials. Funds will be subject to the material selection standards of this policy.
4. Gift material will be accepted with the understanding that this Library reserves the right to utilize them in accordance with this selection policy. Gift materials may be added to the collections, sold, given to other libraries, or discarded.
5. Gift items will be formally acknowledged, if the donor wishes. This Library will not estimate the value of gift donations for income tax considerations. The responsibility for this process lies with the donor.
6. Gifts as endowment for the Library consisting of money, stocks, bonds, real estate, or other valuable goods should be discussed with the Library Director and Board of Trustees.
7. Personal property, art objects, portraits, antiques, and other museum objects will be accepted only on the condition they may be sold, given away, otherwise used, or discarded at the discretion of the Library Board of Trustees and the Library Director.
8. Book donations will be accepted at the discretion of the Library director. If the Library does not have enough storage space for the books, they will not be accepted. Books need to be in good condition (i.e. clean, no mold, and complete with no torn pages). Books should be no older than five years, except when in the opinion of the Library director the book will add to the value of the Library's collection.
9. Cash and check donations shall be deposited in the Glens Falls National Bank "Town of Salem Bancroft Public Library" checking account.
10. Monetary donation made on the Library website shall be electronically deposited in the Glens Falls National Bank "Bancroft Public Library" checking account. Funds in this account shall be transferred periodically to the Glens Falls National Bank "Town of Salem Bancroft Public Library" checking account, subject to the approval of the Board of Trustees.

Adopted: July 11, 2017

Revised: September 6, 2017

Reaffirmed: May 10, 2022

Revised: December 13, 2022