

## **Mt. Zion District Library Gifts and Bequests Policy**

The library encourages and welcomes cash gifts, endowment funds and bequests for purchasing books and other materials and equipment for improving the library facilities.

Donations of materials 10 years or newer will be accepted in accordance with the standards of selection as are applied to all materials added to the library's collection. Materials that are not suitable for addition to the library's collection, will be returned to the donor or placed in the Friends of the Library book sale.

Donations of real or other property or equipment will be accepted with the following conditions:  
That the item

- Contributes to the achievement of the library's adopted goals and objectives.
- Supports the library's materials selection policy and other adopted policy or regulation.
- Imposes no restriction on the library as a condition of the gift
- Is not likely to be perceived as an endorsement of an individual, a product, service or philosophy
- May be used or disposed of at the discretion of the Library Board

It is to be understood that the Mt. Zion District Library is to have full authority regarding when, where and how any gifts of materials or other tangible items are displayed or used.

A library used by its public sustains losses through theft, mutilation and ordinary wear. The library cannot guarantee that any gifts will remain a part of the collection permanently.

The library will endeavor to comply with the wishes of the donor, but reserves the right, as conditions change, to assign any monetary donations wherever the need is the greatest.

All arrangements for and the cost of an appraisal of a gift will be the donor's responsibility prior to the conveyance of the gift to the library. The library can only certify that a gift or donation has been received, and may not, by law, assign a monetary value to it for the donor's benefit. All gifts of significance will be appropriately acknowledged and recognized.

Approved by Library Board 9/13/2016