

R I V E R D A L E
Public Library

GIFT POLICY

The Riverdale Public Library welcomes gifts of new and used books, audio books, videos, and similar materials. Items will be added to the collection in accordance with the Collection Development policy of the library. Once donated, items become the property of the Riverdale Public Library and may be given to other libraries or non-profit organizations, sold, traded, or discarded if they are not added to the collection. Donated items will not be returned to the donor and the library will not accept any item that is not an outright gift. The library also reserves the right to decide when a gift added to the collection must be withdrawn.

The library will acknowledge receipt of donated items but is unable to set fair market or appraisal values. It is recommended that the donor make a list of items donated. If items are being donated to obtain a tax benefit, it is the donor's responsibility to establish fair market value or obtain expert assistance in establishing any value.

Monetary gifts, bequests, and memorial or honorary contributions are particularly welcome. Funds donated will be used to purchase items in accordance with the Collection Development policy of the library. If address information is provided, notice about books, movies and other materials purchased with bequests, memorial or honorary contributions will be sent to the family of the person being recognized.

Acceptance of donations of equipment, stock, artifacts, works of art, and other items will be determined by the Library Board of Trustees based on suitability to the purposes and needs of the library, laws and regulations that govern the ownership of the gift, and the library's ability to cover insurance and maintenance costs associated with the donation.

Approved by the Riverdale Public Library Board of Trustees
July 8, 2002