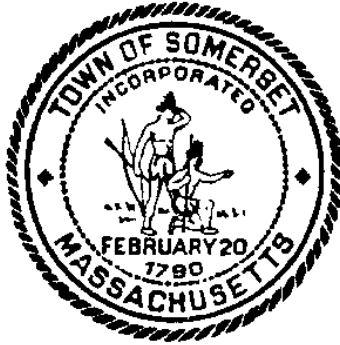


Somerset Public Library

Gifts and Donations Policy



April 21, 2009

Revision – November 14, 2014.

The Somerset Public Library exists to serve as a center of informal learning, individual growth and recreation for the citizens of Somerset. The Library expects to make a contribution to the learning process and to aid individuals in the lifelong process of growth and appreciation and understanding of themselves, their neighbors, and the world around them. In addition, the library makes its building available as a setting for appropriate events according to the needs and interests of the community.

The Somerset Public Library recognizes the potential value that donations can add to the Library's collections. Gifts to the Library can be in the form of money or actual materials.

Gifts are accepted with the understanding that materials will be added to the collection only if they meet the same standards of purchased materials. Materials that are out-of-date, unneeded duplicates of items already owned, or those in a format not suitable for library use may be given to other organizations, sold at the Friends of the Library Book Sale, or otherwise disposed of as the library deems appropriate. Items in poor condition, musty, wet or damaged will be discarded. 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 The library also reserves the right to decide when a gift that was previously added to the collection, must be withdrawn.

Gifts to the Library are evaluated according to the same selection criteria as all Library materials, regardless of the means of acquisition. General considerations for all formats may include some or all of the following:

- Material is of a topic which falls with the scope of the collection
- Material is in good or excellent condition
- Material is timely and not out-of-date
- The Library does not already own duplicate material

Books – staff checks the database for current holding and determines whether the item should be added to the collection, the following items are often candidates for inclusion:

- Popular titles, usually fiction still on reserve or otherwise in demand.
- Newer editions of titles already in the collection
- Replacements for lost, missing, long overdue, or worn items
- Paperbacks in excellent condition, both as first copies or as added copies
- Nonfiction titles to add to popular subject areas or subject areas that need

Non-print – staff evaluates the item, for condition, and popularity. Non-print items must be in original packaging to be included in the collection.

Gifts from local authors and local organizations - These titles are evaluated for inclusion in the collection by the Library Director or appropriate department head. Books by local authors are generally added to the collection (1 copy in local history, one copy circulating.)

Monetary gifts are frequently made to the Library in memory of, or in honor of, an individual. While the subject matter of a memorial gift is suggested by the donor, the Library staff selects and purchases the book. A memorial book plate is placed in the book and if requested, notification of the contribution will be sent to the family or the person being recognized. Please contact the Library Director for detailed information on giving monetary gifts.

Donated materials may be added to the collection or discarded, at the sole discretion of the Somerset Public Library. While any staff member may receive donations, the Library Director and/or the appropriate Library staff will make the final decision as to whether donated materials are accessioned into the collection. All or part of a donation may be added to the collection, included in the Friends book sale, or discarded.

Donations may be presented to the staff at the Circulation Desk. The Library staff member shall present the donor with a “Gift Form” which should be completed at the time of donation. A printed inventory by the donor is also acceptable. This cannot be completed after the fact.

Once an item has been donated it is the property of the Library and is subject to the same processing, usage and disposal criteria as all Library materials. Upon request, the Library can acknowledge receipt of donated items, but does not keep records of the disposition of donated materials.

Gift materials must be of such a nature that they can be integrated into the collection without requiring special facilities, control, or staffing. Gift materials requiring continuing obligations of the part of the library will only be accepted after a vote of the Board of Library Trustees.

Appraisal policy

The Library does not affix a dollar amount for accepted donations. The appraisal of a gift(s) to the Library for tax purposes is the responsibility of the donor since it is the donor who benefits from the tax deduction.

Revision Status

Date	Description of Change
09/18/2007	Approved by Trustees
04/21/2009	Amended by Trustees
06/17/2014	Reviewed by Trustees
09/16/2014	Affirmed by Trustees