



Lancaster Public Library Gift Policy

1. All gifts will be accepted and utilized at the discretion of the Trustees of the Lancaster Public Library.
2. Gifts of library materials will be judged by the same material selection standards that apply to purchased materials, which will benefit the library.
3. Gifts of Money will be accepted for the purchase of material for the collection and will be subject to the Collection Development Policy of the Lancaster Public Library.
4. Gift materials (books, magazines, media, etc.) will be accepted with the understanding that the Lancaster Public Library reserves the right to utilize them in accordance with the following: Gift materials may be added to the collections, sold, discarded, or donated to other institutions.
5. Gift items will be formally acknowledged if the donor wishes. The Lancaster Public Library will not estimate the value of gift donations. The responsibility for this process lies with the donor.
6. Personal property, art objects, portraits, antiques, and other museum objects will be accepted only on the condition that they may be sold, donated to other institutions, or discarded at the discretion of the Lancaster Public Library Trustees and the Library Director.
7. Memorial donations of books or money for books are an important part of the collection development. These gifts are encouraged and must conform to the Collection Development Policy.
8. The Lancaster Library Board of Trustees reserves the right to refuse any donation.

Adopted February 1993
Amended September 10, 2020