



## ORCHARD PARK PUBLIC LIBRARY

### **Gift Policy**

Orchard Park Public Library values its donors and will accept monetary gifts and donations of library materials in good condition under the following conditions:

1. Gift materials will be evaluated by the same materials selection standards that apply to purchased materials. (See B&ECPL Collection Development Policy).
2. The Library makes every effort to honor the wishes of its donors. Gifts on which the donor places restrictions or special conditions will be allowed only if those restrictions or conditions are accepted by the Orchard Park Public Library Board of Trustees or its designee.
3. Monetary gifts will be accepted for purchase of materials, equipment or to fund library programming. Materials selection will be subject to the B&ECPL Collection Development Policy.
4. All gifts (designated or undesignated) are subject to the terms of this policy. Undesignated gifts will be utilized at the discretion of the Orchard Park Public Library Board of Trustees or its designees in accordance with this policy.
5. Gift materials, including, but not limited to books, magazines, media, etc., will be accepted with the understanding that they may be added to the collection, transferred to the Friends of the Orchard Park Library for sale, given to other libraries, or discarded.
6. Gift materials will be formally acknowledged if the donor wishes. Neither the Orchard Park Public Library staff nor the Board of Trustees will estimate the value of gift donations. The Library will acknowledge the type, quantity and condition of materials donated. Valuation is the responsibility of the donor.
7. Personal property, art objects, portraits, antiques, and other museum objects will be accepted only on the condition that they may be sold, given away, or discarded at the discretion of the Orchard Park Public Library Board of Trustees and the Library Director.
8. The Orchard Park Public Library Board of Trustees reserves the right to refuse or limit any donation.