

Document Type:	Policy
Number:	6.01
Effective:	03-01-11
Revised:	03-01-11

GIFTS

Books and other materials will be accepted on the condition that the Director or designee has the authority to make whatever disposition is deemed advisable.

Staff members responsible for selection of materials will base their decision to include gift materials in the Library collection upon the following considerations:

1. whether they conform to the Library's standards of materials selection;
2. whether the physical condition is satisfactory; or
3. whether the Library needs the title or added copies of the title in its collection.

When the Library receives a cash gift for the purpose of memorial, tribute, or other materials, the selection may be made by the donor or, at the request of the donor, by the Director or designee. The general nature of the book, or its subject area, may be based upon the interests of the deceased or the wishes of the donor, and the needs of the Library. Should the donor indicate no preference for a specific use of the gift, the donation may be used in a way and for whatever materials or equipment are deemed to be of greatest need for the Library.

Gifts other than books shall be accepted or rejected on the basis of artistic quality, suitability to the Library's purposes, and availability of space for their display. The Director or designee has the authority to accept or reject such gifts; the decisions regarding acceptance of a specific gift shall be conveyed to the Board of Trustees and may be subject to further consideration by the Board. Gifts of money, real property, and/or stock will be accepted if they comply with state and city codes governing such gifts; provided, in accordance with Idaho State Code, stock will be sold, with the proceeds deposited in the Library's gift fund account.

The Library will not accept for deposit materials that are not outright gifts.