

TOWN OF CHESTER PUBLIC LIBRARY GIFTS POLICY

The Town of Chester Public Library (the "Library") accepts gifts and grants under the following conditions:

1. No gifts and grants will be accepted on which the donor places restrictions or special conditions, unless those restrictions or conditions are specifically accepted by the Library Board of Trustees (the "Board").
2. Any restrictions on gifts, whether donations of monies, books, periodicals, audio-visual materials, or art work, must be submitted in writing and approved by the Board.
3. Gifts of library materials (books, magazines, tapes, audio-visual items, etc.) may be accepted with the understanding that the Library reserves the right to add them to its collection, distribute them to other libraries, donate, sell or discard them.
4. Gift materials will be judged by the same materials selection standards that apply to purchased materials.
5. Restricted monetary gifts will be accepted on the condition that the specific use requested is consistent with the goals and objectives of the Library.
6. Unrestricted monetary gifts will be used at the discretion of the Board in accordance with this gift policy and/or the Library's material selection policy.
7. The responsibility for the appraisal or the estimation of the value of gift donations lies with the donor. The Board will not assess or suggest a value for non-monetary gifts for income tax or other purposes; any letter of acknowledgement will not contain a statement of value.
8. All real property, personal property, art objects, portraits, antiques and other collectibles, if accepted, are accepted only on the condition that they may be sold, kept, given away or discarded at the discretion of the Board. However, specific requests for the disposition of an item will be taken under advisement by the Board, and the gift will be returned if the request is not deemed to be suitable to the goals and objectives of the Library.
9. Staff and Trustees shall not accept gifts of any kind from a member of the public or vendors, except for small items such as a plant or cookies or candy. All other gifts, including tips, must be refused or returned to the sender with an explanation that acceptance of gifts is strictly against Library policy.

Approved by the Library Board March 19, 2002.

Revised and approved by the Library Board of Trustees December 18, 2019

Revised and approved by the Library Board of Trustees on June 22, 2022