

## **Haston Library Gift Policy**

### **Guidelines**

Accepting gifts is an important way for the Haston Library to benefit from the generosity of the community it serves. The Haston Library Board of Trustees has the full responsibility of accepting gifts which align with its mission and promote and preserve goodwill in the community.

### **Monetary Gifts - Undesignated**

The Haston Library accepts monetary gifts for the purpose of funding the library's collections and programs. Undesignated gifts will be held in the Reserve Fund until they are allocated in the budget and transferred into the Operating Fund for the next fiscal year.

### **Monetary Gifts - Designated**

Funds may be designated for the purpose of presenting programming or acquiring materials consistent with the objectives of the library. Specific titles will be selected by the Library Director in accordance with the needs and selection policies of the library. Designated gifts will be held in the Reserve Fund until used for their designated purpose.

### **Monetary and Non-Monetary Gifts - Restricted**

Gifts (including real property, stocks, or bonds) which are offered with restrictions must be expressly accepted by the Haston Library Board of Trustees in consultation with the Library Director. The Haston Library may refuse gifts with restrictions that fall outside of existing operational, strategic, or campaign goals and plans, or which carry a cost, expense, liability, or condition that is determined to outweigh the benefit of the gift.

Gifts restricted for any purposes contrary to the mission of the Haston Library, or for any purpose that would discriminate against any person or group for reason of race, gender, ethnicity, age, sexual orientation, disability, or other basis prohibited by law will not be accepted.

### **Non-Monetary Gifts**

Gifts of materials are reviewed using the same criteria as purchases. The Library Director will determine how to best incorporate such materials into existing collections, and reserves the right to dispose of any gifts. Materials not added to library collections may be used for programs, sold to raise funds for the library, donated to other local organizations or institutions such as the Franklin Central School or Franklin Homestead, or otherwise disposed of.

Initial evaluation of any non-monetary gift to determine its usefulness to the library will be made by the Library Director. The final determination of the acceptability of all such gifts lies with the Board of Trustees.

All public libraries contain materials that some patrons may find objectionable. Libraries may also omit from the collection materials that some patrons feel are important. In either case, the library has a procedure that patrons may use in requesting the reconsideration of materials.