**Gift and Donation Policy**

1. The Library accepts gifts and donations with the understanding that the items will be added to the collection only if needed for library purposes. It is the policy of the Library not to accept special collections of books or other items when the donor stipulates they be kept together as a single entity. Offers of gifts of special collections of library materials and/or furniture, etc., will be referred to the Board of Trustees for consideration.
2. The Library accepts donations of books and dvds on behalf of the Friends of the Perry Public Library. Any donated item needed for the collection is routed directly to the library based on the same criteria applied to regular library purchases. Any materials added to the collection are the unrestricted property of the Perry Public Library and as such may be withdrawn from the collection.
3. All other materials sold in-house are for the benefit of the Friends of the Perry Public Library. Donated items that are not used for the collection and proved unsellable will be recycled or otherwise disposed of. The donor of any gift or donation should understand that the Library reserves the right to dispose of gifts if they are not acceptable or needed for the library’s collections. Gifts of religious items will be accepted with the same stipulations that are applied to other gifts.
4. All items left anonymously will be kept for 4 weeks. The library will try to determine ownership of the item. If no ownership can be established, the item becomes the property of the Perry Public Library.
5. The Library cannot accept storage responsibility for books or other items owned by groups or individuals.
6. The use of gifts of money will be subject to the direction and discretion of the Library Director for programs and services currently in greatest need or may be designated by the donor for specific purposes within the library’s programming, collection, and services criteria. The Director reports all gifts of money and their use to the Library Board.
7. Gifts that have been accepted become the property of the Library and may not be removed or relocated except by the Director.
8. Gifts are generally tax deductible and donors may request a receipt. However, the Library cannot appraise donations for tax purposes.
9. The Library Director will have final say of all donated material.

Reviewed and Revised October 14, 2021