

Poestenkill Library

Policies & Procedures

Gift Policy

The Trustees and staff of the Poestenkill Library welcome gifts of books and other materials and monetary donations but reserve the right to decline gifts or donations if they do not fall within the guidelines for acceptance as set by the Board of Trustees.

Guidelines for acceptance of gifts

1. Gifts will be evaluated by the Director and/or the Board of Trustees for their suitability for inclusion in the permanent collection or if they might serve the Library in some other manner.
2. Gifts on which the donor places restrictions or special conditions, may not be accepted by the Director and/or the Board of Trustees unless those restrictions or conditions are specifically accepted by the Board of Trustees.
3. Gift items will be formally acknowledged, if the donor wishes. The Director and/or the Board of Trustees will not appraise or estimate the value of gift donations. The responsibility of such assessment lies with the owner.
4. Donors may be requested to sign a waiver relinquishing ownership.

Types of Gifts

Books and other materials

The Director and/or the Board of Trustees welcome gifts of books and other materials with the understanding that they will be evaluated in accordance with the same criteria applied to purchased materials. Such factors as duplication, lack of sufficient community interest, processing costs, or inadequate shelf space may prevent their addition to the collection or permanent retention. Some items, such as highly technical materials or those with limited interest, may be accepted as gifts although they ordinarily would not be purchased. Donations of collections in toto, specifically designated for library use, will be subject to approval by the Director and the Board of Trustees. As with other titles, acceptance will be based on usefulness to the collection, potential expense involved, and space available. In addition, materials or equipment added to the collection or accepted for library use become the sole property of the Board of Trustees on behalf of the Poestenkill Library, to do with as seen fit.

Monetary gifts

All monetary gifts will be accepted and will be utilized at the discretion of the Board of Trustees in accordance with the Library's Materials Selection and Collection Development Policy (separately available). When the Director and/or the Board of Trustees receive a cash gift for purchase of memorial books or other tributes, the selection will be made by the Director in consultation with the Board of Trustees as appropriate, with consideration given to the donor's wishes. Prior to the acceptance of restricted gifts or donations to the Endowment Fund, all conditions, restrictions, and stipulations of any kind associated with the gift must be examined and approved by the Board of Trustees as being consistent with the Library's purposes and policies, and being helpful to it in its work.

Other gifts

Personal property, art objects, portraits, antiques, and collectibles may be accepted and utilized at the discretion of the Director and/or the Board of Trustees. This may include being sold, given away, or otherwise disposed of.

Approved by Poestenkill Library Board of Trustees on March 25, 2002

Amended by the Poestenkill Library Board of Trustees on November 24, 2008