



## **Policy: GIFTS**

**Reviewed/Re-approved: 21 July 2010**

Under the Pennsylvania Library Code, Article IV, Section 416, the Library Board of Trustees may accept donations of “books, money, personal property or real estate” for the benefit of the Library. “...[I]n the absence of restrictions by the terms of such donation, deed, gift, devise or bequest, the said property shall be controlled and administered by the [Library Board].”

### **Director’s Authority**

The Director shall be the agent and administrator for all donations, deeds, gifts, devices or bequests accepted by the West Chester Public Library.

Donations, deeds, gifts, devices or bequests will be accepted providing conditions of such donations, etc., are acceptable to the Library Board.

### **Gifts of Books and Other Materials**

Gifts of books, software, periodicals or audio-visual materials are sometimes added to the Library’s collection. The majority of such gifts are sold by the Friends of the West Chester Library to generate funds to aid the Library. Disposal of the remaining materials is at the discretion of the Director and the Friends of the West Chester Library.

Special gifts of books or other library materials in memory or honor of individuals or groups may be accepted, and appropriate notation placed on them, at the discretion of the Director.

### **Limitations of Gifts**

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

The Library will not accept special collections of books or other library materials if a condition of the gift is that the materials be kept together as an identifiable physical entity. Gift collections of books and other library materials will be accepted with the understanding that they may be integrated into the general collection.

The Library Board and Director are under no obligation to accept donations, deeds, gifts, etc. if they feel acceptance of such donations, deeds, gifts, etc. will not be of benefit to the Library.

### **Appraisals**

The appraising of a gift to the Library for tax purposes is the responsibility of the donor.

The acceptance of a gift which has been appraised by a third – and disinterested – party does not in any way imply an endorsement of the appraisal by the Library.

### **Expenditures**

Unrestricted gifts to the Library may be spent for any expenses designed to enhance its operations.

Note:

The **Friends of the West Chester Public Library**, founded in 1988, is a volunteer membership organization dedicated to improving the services and resources of the West Chester Public Library through various program and fundraising activities. The Friends of the West Chester Library accepts and solicits memberships and donations to support its goals.