Gifts, Memorials and their Disposition

The Garden City Public Library accepts gifts and donations at the discretion of the Library Director and/or the Board of Library Trustees under the following conditions:

Financial Gifts

- **Unrestricted** monetary gifts will be used at the recommendation of the Library Director in consultation with the Board of Library Trustees.

  **Restricted** monetary gifts or special conditions are subject to review and acceptance by the Library Board of Trustees on the condition that the specific use requested is consistent with the goals and objectives of the library as determined.

Gifts and Donations

- Gifts and donations of library materials (books, magazines, magazine subscriptions, CDs, DVDs, or other library materials) become the property of the Garden City Public Library and may be accepted with the understanding that the library reserves the right to add them to its collection, distribute them to other libraries, sell them via book sales, donate them, or discard them. Gifts and donations of materials will be judged by the same materials selection standards applied to purchased materials. Once given, they become the property of the Garden City Public Library.

- The Garden City Public Library, at its sole discretion, will assess the donation and determine whether or not to add it to the collection. The library reserves the right to integrate gifts into the general collection, as they cannot be given special housing. To determine if the item is suitable for the collection, the following areas will be researched: reviews, ratings, book lists, award winner, bibliographies, etc.

- Gifts, on which the donor places restrictions or special conditions, may not be accepted by the Director and/or the Library Board of Trustees unless those restrictions or conditions are specifically accepted by the Library Board of Trustees.

Authors

- Materials written or produced by authors must meet the general selection standards for inclusion in the library collection. No materials will automatically be added to the collection.

Gifts in Kind

- Donations of personal property, art objects, portraits, antiques, and collectibles, if accepted, become the property of the Garden City Public Library and are accepted only on the condition that they may be kept, sold, given away, or discarded at the discretion of the Library Director and/or the Board of Library
Trustees. The library will not appraise or estimate the value of gift donations; the responsibility for such assessment lies with the donor. Specific requests for the disposition of an item will be taken under advisement by the Board of Library Trustees, and the gift will be not be accepted if the request is not deemed to be suitable to the goals and objectives of the library. Donors may be requested to sign a waiver relinquishing ownership.

- Donations of indoor/outdoor furniture as memorials on Library property: it shall be the policy of the Board of Library Trustees to review the following factors:
  - The nature of the gift
  - The purpose of the gift
  - All conditions/restrictions that apply

- Donations of money for the purchase of library materials along with a suggestion of specific titles or subjects are welcomed although when donations are given, the final decision rests with the library. The library reserves the right to integrate gifts into the general collection, as they cannot be given special housing. An appropriate bookplate will be placed in each gift if requested by the donor.

- The library does not ordinarily accept materials for permanent exhibit.

All donors must agree to the following conditions:
- Garden City Public Library staff will determine the suitability of all donated items for addition to the collection.

- Books should be current unless they are classics. They must be clean, odor-free and insect free.

- In the case of donation of over 20 items, the donor will be asked to provide a bibliography of all items prior to bringing the items to the library, in order for staff to assess the suitability of the materials in question.