

Northern Tier Regional Library Donations & Gifts Policy

Introduction

The Northern Tier Regional Library is pleased to accept donated materials as long as no conditions or restrictions are placed upon their use. Formal approval by the Library Board of Trustees must precede final acceptance of any proposed donation that involves an initial or continuing commitment on the part of the library staff (i.e. sets of law books which require ongoing filing of updated materials.)

Guidelines

The Library:

1. Has the right to determine suitability of the donation for inclusion in the collection.
2. Is not obligated to retain any donations which fail to meet its selection policy criteria.
3. Has the right to discard any donations or gifts in poor physical condition.
4. Has the right to offer to another agency or to sell any donations or gifts which are not needed or do not fit selection criteria.
5. Does not appraise donations and gifts, but will on request, provide a signed prepared receipt giving the number of items donated and the date of donation, without assigning a value.

Sectarian and other materials donated by strongly partisan groups for the library to include in the collection or to display or distribute which are not materials that the library would normally seek to acquire on its own initiative will not be accepted.

Title	Donations & Gift Policy
Date Adopted	5/1999
Date Amended	
Prepared by	Sharon Dawe/NTRL Board of Trustees