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Maryville Public Library Policy

Section B: EXECUTIVE BOARD BYLAWS,
ADMINISTRATION

Subject 501: Gift Policy, Page 1 of 1

Adopted: 2019, last revised 2023

Gift Policy

Maryville Public Library welcomes donations of books and other library materials, with the understanding that their use or disposal is subject to the discretion of the Library Director. The Library is not in a position to appraise the value of these gifts, but will issue a receipt to the donor indicating the number of items or a statement such as "Fifty (50) hardback books". The donor must in turn acknowledge that all gifts become the property of the Library.

Historical materials and manuscripts will be accepted by the Library, only if proper provisions can be made for their use.

The Library also welcomes gifts, bequests, and memorials of money, securities, and real estate. These gifts may be accepted as long as there are no restrictions or conditions that would conflict with the current goals and objectives of the Library, which are updated annually and published in the Library's Policy Manual.

Books that are given, as a memorial, should be chosen with the assistance of the Library staff assigned to Collection Development duties. Staff reserves the right to apply the library's selection criteria in deciding if a book should be added to the collection. Money for memorial books or other items shall be spent at the discretion of the library staff in accordance with the collection development policy. All memorial books shall be identified accordingly and shall be shelved with the regular collection. As with all other books or items, once they are no longer of use or no longer in good condition, these books and items may be removed from the collection and disposed of in accordance with the Library's Collection Development Policy (E-100).

All accepted gifts become the property of Maryville Public Library.

The acceptance of any monetary or non-monetary gift does not guarantee its retention as library property in perpetuity.

A letter of acknowledgement for gifts can be provided by the Library upon request.