



D-003

## **Richmond Heights Memorial Library RECEIPT OF GIFTS**

The Richmond Heights Memorial Library welcomes gifts of new and gently used books, audiorecordings on CD, DVDs, and similar materials. Items will be added to the collection in accordance with the Collection Development Policy of the Library. Once donated, items become the property of the Library, and may be given to other libraries and non-profit agencies, sold, traded, or discarded if they are not added to the collection. Donated items will not be returned to the donor and the Library will not accept any item that is not an outright gift. The Library will acknowledge receipt of donated items but is unable to set fair market or appraisal values. The Library reserves the right to decide when a gift added to the collection must be withdrawn.

Monetary gifts, bequests, and memorial or honorary contributions are particularly welcome. Funds donated will be used to purchase items in accordance with the Collection Development Policy of the Library. Items purchased with bequests and memorial or honorary contributions will be identified with special donor plates whenever possible. If requested, notification of memorial or honorary contributions will be sent to the family of the person being recognized. Suggestions for subject areas or other areas of interest are welcome and will be followed to the extent possible.

Acceptance of major donations of equipment, real estate, stock, artifacts, works of art, collections, etc., will be determined by the Board of Trustees based on their suitability to the purposes and needs of the Library, laws and regulations that govern the ownership of the gift, and the Library's ability to cover insurance and maintenance costs associated with the donation.

*Adopted by the RHML Library Board of Trustees February 19, 2008*