

## GIFTS TO THE LIBRARY

TFML Policy No. 10

The Thomas Ford Memorial Library welcomes gifts and donations from persons or groups. The gifts and donations offered to the Library are expected to support library services and/or programs. Acceptance of such offerings shall be subject to approval by the Library Board.

### 10.1 **Monetary Donations**

Large monetary donations, bequests, and endowments should be made to the Thomas Ford Library Foundation. Monetary donations can also be made for the general support of the Library, for support of its public programs, or to support the Library's collections. In the case of a donation in support of the collection, the general nature or subject area of materials to be purchased will be based on the wishes of the donor(s) when possible. Selection of specific titles will be made consistent with the selection policies of the Library and with the needs of the Library.

10.12 Donors will be advised that materials purchased can be identified with an appropriate bookplate identifying the honoree and the donor, if requested by the donor.

10.13 The Library will respond with a letter of appreciation to the donor and a letter of acknowledgment to the honoree or next of kin, if requested by the donor.

### 10.2 **Gifts of Materials**

The Library may accept gifts of materials including but not limited to books, periodicals, artwork, audiovisual items, etc. Such gifts will be identified and acknowledged (as per paragraphs 10.12 and 10.13).

10.21 Gifts of items to be added to the library collections will be reviewed and selected based on criteria used for the selection of materials described in Policy No. 5.

10.22 Donors will be advised that their gifts may not become a part of the Library's permanent collection. Materials that cannot be added to the library collection shall be returned to the donor.

Adopted: September 23, 1997

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