

Gifts Policy of the Canterbury Public Library

Donors of money, books, and other items shall be provided with a copy of the "Gifts Policy of the Canterbury Public Library." This document ensures that donors have a clear understanding of the terms on which gifts are accepted by the Library.

For donations of money, specific desires of donors will be honored to the maximum extent possible within the context of the Library's purposes, programs, and needs, as determined by the Library Director and Board of Trustees.

Similarly, when gifts of money are intended for a memorial fund, donor suggestions concerning subject areas, individual titles, or other specific purchases will be respected insofar as they coincide with the established policy for materials selection and overall Library needs.

Donated books and other items are judged on the same basis as purchased goods. They are accepted with the understanding that factors such as duplication, lack of community interest, poor condition, space constraints, or overall Library needs may prevent their addition to the collection or their use in the Library. Accordingly, materials are accepted with the understanding that the Library Director has final authority in their disposition.

The Library cannot give evaluations of donated materials for tax purposes.

Items purchased with donated funds will be recognized by means of bookplates or other indicators bearing the name of the donor (unless the donor wishes to remain anonymous). If a donation is made in memory of a deceased person, the remembered individual will also be named. Monetary donations of \$500 or more will be recognized with a plaque on the donor board.

All Library equipment and materials, including items that have been donated or purchased with donated funds, are evaluated from time to time for their continued usefulness. Items are deaccessioned periodically to meet general Library needs.

Adopted by the Canterbury Public Library Board of Trustees on June 28, 2010