**GIFT POLICY**

The Sullivan County Public Library encourages gifts/donations consistent with the following criteria. Donations are not intended to replace regularly budgeted library expenditures. However, private resources can extend and enrich Library services.

Gift money is placed in a separate Gift Fund, and will be considered either restricted or unrestricted. Restricted gifts may be designated for materials, equipment, furnishings, restoration, programming, etc. Unrestricted gifts are placed in the general Gift Fund.

Gift materials, such as books or art work, may be donated to the Library in lieu of money.

All materials, including memorial books, donated to the Library become property of the Library and may be used as the Library sees fit. The Library does not guarantee that gift items will be added to the collection. The Library does not guarantee that gifts added to the collection will be kept in perpetuity. The collections are weeded regularly based on the Library’s collection development guidelines, and all materials are subject to these same guidelines for retention.

Gift arrangements are handled by the Accounting Manager and the Director.

In certain situations, the benefactor and the Library will complete the gift form. The benefactor of a gift will be notified upon receipt of the gift. Benefactors of ongoing funds will be notified of individual contributions to the established fund unless otherwise stipulated. Upon request, benefactors of ongoing funds with a balance at the end of the fiscal year may receive an accounting report in January of the following year.