

PIEDMONT PUBLIC LIBRARY

LIBRARY GIFT POLICY

Revised 6/29/2017

The library is grateful for gifts. Its collection has been enriched by fine donations.

The library reserves the right to accept, decline, discard, or sell in the PLACES book sale any unsolicited materials, which are presented or offered. It is possible that a gift may be of value in itself, but may not be used to full advantage by a public library, because it may be a duplicate, outdated, or too technical for the general public, i.e. textbooks.

The donor of the gift should understand that the library reserves the right to assign the gift wherever the need is greatest.

When the library receives a cash gift for the purchase of memorial, tribute or other materials, the selection will be made by the Librarian, who will suggest to the donor library materials or equipment that would be suitable and useful. Effort will be made in the selection of titles to fit the interest of the person for whom the memorial is presented.

The same principals of selection, which are applied to purchase, are applied to gifts, except that some items are acceptable as gifts although they ordinarily would not be purchased. These include denominational literature, or very expensive items of limited interest.

The library will welcome gifts of printed and manuscript materials on the history of the community and the region.

The library will not accept as a gift any printed or manuscript item or any objects if the condition of acceptance requires permanent exhibition of the item.

The library will not accept storage responsibility for historical documents or objects owned or controlled by groups or individuals. Once a gift is given to the Library or Archives, it is owned by the Library (City of Piedmont).

The library will not provide an appraisal for gifts of materials that are accepted for its collection or the book sale. If requested in advance, donors will be furnished with a receipt indicating how many items were donated. Gifts to the Piedmont Public Library may be deductible for income tax purposes. Donors should contact their tax advisor for further advice.