



# Conway Public Library

## Gifts

The Conway Public Library's Board of Trustees encourages private support of the Library's collection, programs, and services. The Trustees appreciate such generosity and recognize that donations enhance the Library and enrich our community.

### Donations of Materials

The Library welcomes gifts of books, pamphlets, periodicals, and media with the understanding that they will be evaluated by the same selection standards that apply to purchased materials. In addition, duplication, the cost of processing, availability of shelf space, lack of sufficient community interest, and the physical condition of a donated item may prevent the addition of materials to the collection.

The Library reserves the right to interfile gifts with other collections on the same subject in order to ensure that all collections are organized and classified in a manner best suited for public access. In addition, materials added to the collection become the sole property of the Conway Public Library to use or dispose of as it sees fit.

Gifts of materials also are accepted with the understanding that items which are not added to the collection may be given to the Friends of the Conway Public Library for book sale purposes or disposed of at the discretion of Library Director and/or designated Library staff. Proceeds from the Friends of the Conway Public Library book sales support Library programs and services.

### Monetary Gifts

The Library welcomes monetary gifts including cash, stocks, bonds, and endowments. Depending on the amount of the gift, it may be subject to the approval of the Board of Trustees.

Monetary gifts given without restrictions will be utilized to purchase materials or equipment, support Library programs, or in other ways that the Board of Trustees, in consultation with the Library Director, deem appropriate.

Prior to their acceptance, monetary gifts given with specified restrictions will be submitted to the Board of Trustees. All donor restrictions must be submitted in writing.

### Other Gifts

Personal property, such as art, antiques, and collectibles, as well as real property may be accepted at the discretion of the Board of Trustees, in consultation with the Library Director, with the understanding that they may be sold, given away, or disposed of. Any proceeds derived from such disposal may be used by the Library in a way consistent with the original gift.

The Library will not appraise or estimate the value of gift donations for income tax or other purposes. Any letter of acknowledgement will not contain a statement of value.

Adopted by the Conway Public Library Board of Trustees, February 14, 2006, rev. 6/13/06, rev. 5/07/08, rev. 6/10/09, rev. 4/11/12