

MOUNT OLIVE PUBLIC LIBRARY

202 Flanders-Drakestown Road; Flanders, New Jersey 07836 | P: 973-691-8686 | www.mopl.org

The Mount Olive Public Library's Gift Policy

The Mount Olive Public Library welcomes gifts of new and used books, audio recordings, videos, and similar materials. Items will be added to the collection in accordance with the selection policy of the library. Once donated, items become the property of the Mount Olive Public Library, and may be given to other libraries and non-profit agencies, sold, traded, or discarded if they are not added to the collection. Donated items will not be returned to the donor unless specifically noted and the Library will not accept any item that is not an outright gift. The Library will acknowledge receipt of donated items but is unable to set fair market or appraisal values. It is recommended that the donor make a list of items donated, as the Library is not responsible for making or maintaining a list of donated items per donation. If items have been donated to obtain a tax benefit, it is the donor's responsibility to establish fair market value or obtain expert assistance in establishing any value. The Library also reserves the right to decide when a gift added to the collection must be withdrawn.

Monetary gifts, bequests, and memorial or honorary contributions are particularly welcome. Funds donated will be used to purchase items in accordance with the selection policy of the Library. Books, videos, and other materials purchased with bequests and memorial or honorary contributions will be identified with special donor plates whenever possible. If requested, notification of memorial or honorary contributions will be sent to the family of the person being recognized. Suggestions for subject areas or other areas of interest are welcome and will be followed to the extent possible.

Acceptance of donations of equipment, real estate, stock, artifacts, works of art, collections, etc., will be determined by the Library Board of Trustees based on their suitability to the purposes and needs of the Library, laws, and regulations that govern the ownership of the gift, and the Library's ability to cover insurance and maintenance costs associated with the donation.

Acceptance of Gifts:

- The donor must certify that he/she is the rightful owner and has the authority to donate the item. Documents determining provenance must be provided upon request.
- The donor acknowledges that upon execution of a *Deed of Gift*, the objects will become the property of the Mount Olive Public Library, subject to display, storage, maintenance, and disposition as the library sees fit.
- The donor gives The Mount Olive Public Library permission to digitize, publish, or utilize the materials in order to preserve the materials for promotional use.

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- Unless specifically designated as a privacy concern at the time of donation, the Library reserves the right to digitize and publish materials online.
- The Library will take all possible steps to accept only materials within the purview of its collection; to make the materials available to the public through cataloging, organized arrangement, and/or online access; to store materials in the best possible environmental conditions; to maintain security conditions appropriate to the materials; and to provide staff expertise to assist the public in locating and handling needed materials.
- Gifts to the Library are deductible from taxable income in accordance with the provisions of Federal income tax laws. The Library will offer no counsel with regard to appraising the tax-deductible value of donated items.