

Somerset County Library System – Policy Manual

CHAPTER IV - OPERATION OF THE LIBRARY SYSTEM

J. Gifts and Donations

A. General Principles:

1. The Somerset County Library System, or an individual branch library may accept gifts and donations, including money, stocks, and items of value.
2. The acceptance of any gift or donation must be approved by the Branch Manager or the Library Director.
 - a. SCLSNJ and the branch advisory boards will only accept gifts of money or items that are permanent and unconditional. Special requests may be made that monetary gifts be used to purchase materials in a particular subject or format, or for a particular activity. However, the final determination of how the money will be used remains with the Branch Manager or the Library Director.
 - b. Once accepted, all gifts become the property of SCLSNJ to use or dispose of at the discretion of the Library Commission or the Library Director, or, if donated to a particular Advisory Board or Friends group, by that body's board.
 - c. Special memorial gifts of books or other library materials may be accepted and appropriate notation placed on them at the discretion of the Branch Manager or the Library Director. Such materials may be removed from the collection at the end of their period of usefulness, as determined by SCLSNJ staff; no replacement of such a memorial will be provided.
 - d. SCLSNJ and its branches reserve the right to refuse a donation or gift if said donation or gift does not meet the needs of SCLSNJ, or if any restrictions placed on the proposed donation or gift are deemed excessive by the Branch Manager or the Library Director.
3. The SCLSNJ staff do not appraise gifts or provide estimates of value for tax purposes.
4. A letter will be sent to a donor upon receipt of a gift or donation. Upon request, a detailed receipt will be issued which states what items have been given to SCLSNJ.

Approved 1/27/93

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