

Redwood City Public Library Policy for the Receipt of Gifts

Policy for the Receipt of Gifts:

The Redwood City Public Library Director is authorized to receive gifts of furniture, equipment, art, items for the library materials collections (books, audio visual materials, periodicals, etc.), any other items, or funds to purchase such items which are supportive of the Library's program and mission.

It is the responsibility of the Library Director to accept or refuse such based on policies established by the Library Board of Trustees. The policies which govern the receipt of gifts include:

- Strategic Plan
- Annual Fiscal Plan
- Materials Selection Policy
- Archives and Local History Materials Acquisition Policy
- Policy for the Receipt of Gifts

When a gift is accepted, the Library Director may elect to use the item within the framework of the Library's operations, facilities or services, to sell the item, to designate the Friends of the Library to sell the item, to give the item to another City department, or to give the item to another organization or individual in conformance with City policy and procedures.

If a donor wishes to make a gift contingent upon the acceptance of certain terms and conditions, these terms and conditions must be described in writing at the time the gift is given.

The Library Director may accept or refuse the item based on the appropriateness of the item, or the appropriateness of the terms and conditions, as stated in this policy.

*Library Board of Trustees
Redwood City Public Library
Adopted: June 7, 1993
Last reviewed: June 11, 2007*