

# DONATION POLICY

Adopted by the Belvedere-Tiburon Library Agency on February 2, 1998

The Library will accept donations of books and other Library-related materials and equipment. The donation is subject to the following:

- 1) The gift becomes the sole property of the Library and is subject to all the Library rules, regulations and procedures.
- 2) The Library has the authority to dispose of the gift in any manner it sees fit, including sale to benefit the funds of the Library.
- 3) Personal property, art objects, antiques and other museum objects will be accepted only at the discretion of the Library Director. The Library cannot appraise gift materials for tax purposes.
- 4) All monetary gifts intended to improve the Library facility through the purchase or construction of a specific item are subject to the following:
  - a) Each gift must include the entire cost to the Library of the item including its planning, design, installation, or other related costs.
  - b) The entire donation must be received and acknowledged by the Library Agency before purchase or construction can commence.

The Library will accept monetary contributions subject to the following:

- 1) The monetary gift is subject to Library policies and needs as determined by the Library Director.
- 2) Monetary donations may be made with a recommendation for their use. The Library will attempt to comply with those requests when reasonable and in the best interests of the Library.