



GIFT AND DONATION POLICY
Art Donation Policy Adopted May 1997
Donation Policy Adopted February 1998
Policies Consolidated and Revised April 2023

The purpose of this document is to establish a policy for accepting gifts and donations for the Belvedere Tiburon Library. Accepting gifts and donations is an important way for the public library to benefit from the generosity of the community it serves. However, we cannot accept all gifts due to space constraints and limited resources. Gifts and donations of materials are reviewed using the same criteria as purchases. They should complement the existing collections, comply with the Library's Collection Development Policy, and serve the Library's overall mission and goals.

Gifts and donations are subject to the following:

- A. The gift becomes the sole property of the Library and is subject to all the Library rules, regulations, and procedures.
- B. 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, discarding, or recycling as appropriate.
- C. Personal property, art objects, antiques, memorabilia, and other museum objects will be accepted only at the discretion of the Library Director. The Library cannot appraise gift materials for tax purposes.
- D. The Library Director may consult with appropriate Boards and Committees and has the authority to decline any gift or donation.
- E. 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 Library Agency must receive and acknowledge the entire donation before purchase or construction can commence.

The Library will accept monetary contributions subject to the following:

- A. The monetary gift is subject to Library policies and needs to be determined by the Library Director.
- B. 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.