**Richmond Free Library Gift Policy**

The Richmond Free Library welcomes gifts of books, other materials and monetary donations that enhance our collections, services or facilities. The library reserves the right to refuse any gift or donation that the Director and Board of Library Trustees deem not in the best interest of the library to accept. All gifts or donations to the Library shall be final and no restrictions on the Library’s ownership, possession, use or disposition of the gift shall be in effect other than those approved by the express vote of the Board of Trustees.

**General Guidelines:**

**Materials:** Gifts of books or other materials in good condition are accepted with the understanding that items not added to collections will be disposed of at the discretion of the Library. These items may be given to the Friends, donated to another community group or discarded.

**Recognition gifts:** The Library welcomes monetary gifts intended for the purchase of materials for the collections in recognition of individuals or organizations. The library staff will choose items which accommodate the donor’s subject preferences; specific titles may be purchased if the specified materials meet our collection development policies.

**Monetary gifts:** Monetary donations to the Richmond Free Library are welcome and will be used to further the Library’s mission. Monetary gifts are tax-exempt and are held in the Library’s restricted donations account. Donor names are public information unless anonymity is requested. Restricted gifts will be used in a manner that is consistent with the conditions of the gift. For large monetary gifts or bequests, please contact the Library’s Board of Trustees prior to making the donation. Monetary gifts may also be made to the Friends of Richmond Free Library and are disbursed by the Friends for specific projects.

**Art & decorative objects:** Because of the Library’s limited display and storage areas and focus on its primary mission as a Library, potential donors of art & decorative objects are requested to discuss gifts of this nature with the Director. Gifts that require special care or conservation will not be accepted.

**Valuation:** The Library will provide written acknowledgment of the receipt of gifts. No determination of the value of a gift or donation will be established or offered by the library, potential donors should have their items appraised prior to donating them if desired.

**Future disposition of gifts:** The Library will not guarantee that any gift will remain a permanent part of the collection, furnishings, building or grounds. Excess or unwanted items may be offered to other organizations, sold or discarded.

**Revised Draft, 05/12/25**