



## NORTHFIELD PUBLIC LIBRARY GIFT POLICY

**POLICY:** It is the policy that gifts are important to the library. Not only do donations of books and other library materials improve the library's collection, but other kinds of gifts can also enhance library services in many different ways. This policy is designed to establish how gifts of various types will be accepted and handled by library staff.

**BOOK AND LIBRARY MATERIALS:** All donations of library materials will be accepted on the condition that the library has the authority to add them to the collection, to sell them or to do whatever seems most advantageous for the library. Special collections of books will not be accepted with binding conditions, e.g. that the collection must be shelved as a collection or that it can never be deaccessioned. Memorial donations of library materials will be accepted if they meet the criteria which library staff would apply to materials selected for the library's collection; gifts of money to be used to purchase memorial materials will be accepted and library staff will choose materials within suggested parameters, provided these suggestions fit the library collection. Once added to the collection, all gifts of library materials are subject to the same criteria for weeding as are any other materials.

**GIFTS OF PERSONAL PROPERTY, ART OBJECTS, ANTIQUES, ETC.:** Gifts of this type may be accepted if they are specifically related to library objectives. Since space for display of art is limited, gifts of art and antiques should be encouraged only as they meet the needs of the library collection. It is the responsibility of the donor to appraise non-cash donations. These donations will be considered on an individual basis by first the Gifts Committee, followed by the Library Board, and will be accepted upon such terms and conditions as may seem appropriate to the Library Board. These gifts will be recognized as a part of the annual acceptance of gifts by the City Council in January or February of the year following the gift.

**GIFTS OF MONEY, REAL PROPERTY OR STOCKS:** Gifts of this type will be accepted upon such terms and conditions as may seem appropriate to the Library Board, and are delineated in the Northfield Public Library Gift Fund Policy.

**RESPONSIBILITIES OF THE GIFTS COMMITTEE:** The Library Board will maintain a Gifts Committee. Its responsibilities include:

1. Approving the expenditure of undesignated gift funds.
2. Ascertaining that the gift funds designated for particular purposes are spent appropriately.
3. The selection of art works and antiques to be purchased by the library.
4. The screening of art works and antiques to be donated to the library.
5. Appraisal of non-cash donations are the responsibility of the donor.

The Gifts Committee may consult with art experts in the community if they wish to do so.

**RESPONSIBILITIES OF THE CITY COUNCIL REGARDING GIFTS:** By ordinance, all gifts to city departments must be accepted by the City Council. The Library Director will compile an annual list of all monetary gifts donated to the library. This list will be submitted to the City Council at a meeting in January or February of the following year. Monetary gifts or gifts of art, real property or stocks valued by the donor in excess of \$5,000 should be submitted to the City Council for acceptance at the time of donation. These larger donations accepted by the City Council at the time of their donation will not be submitted as a part of the annual compilation and reporting to City Council, as they have already been accepted and recorded.

**RESPONSIBILITIES OF THE LIBRARY DIRECTOR:** The Library Director will promptly acknowledge all gifts to the library with appropriate notes of thanks. Money designated for specific purposes should be spent as promptly as possible. The Library Director may designate another staff member to handle the selection of library materials.

Adopted by  
Northfield Carnegie Library board  
December 16, 1986

Revised and reaffirmed by  
Northfield Carnegie Library board  
December 18, 1990

Substantially revised and adopted by the  
Northfield Public Library Board  
March 16, 1999

***Revised and reaffirmed by the  
Northfield Public Library Board  
March 11, 2015***

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