



Gifts Policy

The Freeport Community Library welcomes all gifts which enhance the library's collection and facility, or assist the library in meeting its mission. Gifts are used to enable the Library to provide and improve services and facilities in areas that are not possible within the annual operating budget appropriated by the Town and taxpaying residents of Freeport. The Library Director has full authority to make final decisions regarding specific acquisitions of materials, equipment, and programs. The Library reserves the right to refuse any gift.

Gifts of books and other library materials will be accepted by the Library provided that the donor realizes that the Library will handle all gifts in a manner which best meets its stated purposes. The Library Director will apply the same standards to gifts as are applied to potential library purchases when considering for inclusion in the collection. Any gift of library materials which does not meet the criteria established in the Materials Selection Policy will be disposed of at the discretion of the Library Director.

Once accepted by the Library Director, all gifts will become the property of the Library and are subject to the Library's collection and shelved in a manner which will make the best use of each item. Donors must also be aware that when gift materials no longer meet the materials selection criteria as stated in the Library's policy, the item will be removed from the collection.

The Library may accept gifts of art subject to the Library Director's discretion. The disposition of donated art rests solely with the Director.

The establishment of the gift's value for tax purposes is a responsibility of the donor. The Library is not able to make an appraisal because of its position as an interested party and also because of limited staff expertise. A list of qualified appraisers may be provided upon request.

The Freeport Community Library also welcomes monetary gifts, including securities. Any unspecified gift of money will be placed in one of the Library's gift accounts.

Donors may wish to give money to purchase particular materials or materials in a certain subject area. All such gifts are subject to the approval of the Library Director as stated above. Once these materials are purchased and added to the collection they are subject to the Library's policies and procedures.

All monetary gifts shall be appropriately acknowledged in writing by the Library Director or designated staff and records of these gifts shall be kept in the director's office.