



## **GIFTS POLICY**

Gifts and donations are accepted at all branches of the Rockbridge Regional Library System (RRLS) with the following conditions:

All gifts become the property of the library system. No condition shall be attached to their use.

Material gifts and donations become the property of the Rockbridge Regional Library System as a whole.

Donated materials are accepted under the condition that the acquisitions staff will add the materials to the library collection(s) using the same criteria for selection as purchased materials.

Library employees cannot appraise any item for tax purposes, but will acknowledge gifts in writing and provide a receipt for cash gifts in the amount contributed.

At the request of the donor, a standard library recognition or otherwise approved plate will be inserted in items being added to the library's collections. Gift materials with approved plates are subject to the same criteria as all library materials with regard to damage, de-selection, and loss.

Gifts of cash or other financial vehicles may be donated directly to the Rockbridge Regional Library System, the Friends of the Library or to the Library Foundation. Gifts of land, stock, etc., will be accepted if the conditions attached to the gift are acceptable to the Library Board of Trustees or Foundation Board as appropriate.

Donations may also be designated for a particular branch or service area in the library system, to the Friends or Foundation. Gifts not specifically designated will be donated to the library system.

Approved by the Library Board of Trustees, December 16, 2014