

Receiving and Deaccessioning Gifts Policy

Gifts of money, real estate and/or stock will be accepted if conditions are acceptable to the Library Board of Trustees (LBOT), subject to any applicable law. Personal property, antiques, art objects, portraits and other objects will be accepted only as outright gifts with no restrictions. Any gift or items offered with restrictions will only be accepted by vote of the LBOT.

Deaccessioning of gifts shall be approved by the LBOT and the Library Director. The responsibility and authority for the deaccessioning of print and non-print material from the library collection rests with the Library Director, with no vote of the LBOT needed. If the item or items to be deaccessioned were given to the library with specific donor instructions the LBOT shall determine whether or not approval from the Attorney General and/or the court is required prior to disposition of the book, document, or item.

The LBOT shall vote on the disposition of gifts to be deaccessioned and a record of said vote shall appear in the official minutes of the LBOT.

When the public interest will be served, the Library Director may make a recommendation to the LBOT for the transfer of deaccessioned books, records, and other items to a nonprofit organization, governmental body, or other entity.

Approved 3/21/12; Reviewed & re-affirmed June 18, 2014, May 17, 2017; Amended and re-affirmed February 21, 2018; Revised & approved March 20, 2019; January 15, 2020