GIFT POLICY

The East Hanover Township Library is grateful for gifts and its collection has been greatly enriched by many fine donations of books and other items for the Library. The Library's gift program operates under the following guidelines:

1. Donated items will be added to the permanent collection using the same criteria as purchased materials.

2. The Library Director or his/her designee shall determine the suitability of gifts to the collection. Generally, unacceptable items would be:

    a. Materials in poor physical condition.
    b. Outdated materials, materials not of sufficient research or circulating value.
    c. Esoteric materials only of interest to a small group of specialists in the field.

3. Gifts not added to the collection may be given to another Library or institution, included in a future book sale; or disposed of at the discretion of the Director.

4. Items of local interest or history are always welcome.

5. The Library welcomes cash donations for general purposes, purchase of books and materials, or future building developments. Cash donations over $100.00 are recognized by a leaf engraved with the name of the donor which is placed on the Library's Enhancement Tree.

6. Memorials, willed bequests, trust funds or insurance policies which name the Library as beneficiary present the opportunity to carry on the life interest of an individual or group. The donor is advised to consult with the Library in order to make the benefaction of the greatest possible use both for the present and future; she/he shall be asked to protect the gift legally so that changed conditions in the future may be met without impairing the usefulness of the gift. A modest bequest is just as welcome as a larger bequest as it offers the opportunity to provide materials or service that the Library might otherwise be unable to afford.

7. The Library does not accept responsibility for storage of materials not designated as outright gifts. No special shelves or sections shall be designated for gift collections other than an appropriate book plate shall be placed in gift books identifying the donor of the donation.

8. The Library does not accept as gifts any objects if the condition of acceptance requires permanent exhibition of the item or object, since the Library believes all exhibits should be changed from time to time to maintain interest.

9. The Library cannot place a monetary value on materials donated for any purpose including tax purposes. A receipt will be given stating the number of items donated.