

GIFTS & BEQUESTS POLICY

Gifts, Bequests, and Various Donations to all or any of the Locations of Presque Isle District Library.

1. The Presque Isle District Library accepts gifts of money, books, films, pamphlets, periodicals, audiovisual materials, sound recordings, furniture, equipment, and the like with the understanding that the Library may do with them as it sees fit.
2. Gifts of materials may be added to the Library's collection subject to the same principles and standards that are applied to all materials added to the collection.
3. All materials in the Library's collection including gifts accepted by the Library will be displayed, circulated, or made available for use in a manner consistent with its facilities, good library practice and the needs of the public (this refers to the entire service area of the district).
4. Because of limitations of space, budget and staff, the Library reserves the right to accept, discard, or refuse, at its discretion, any solicited or unsolicited materials, equipment, furniture, or other items given to any of the branches.
5. It is understood that the Presque Isle District Library is to have full authority as to when, where, why, and how any gifts of materials, equipment furniture, or otherwise, are to be displayed or used with the Presque Isle District Library system.
6. The Library will, to the best of its ability, try to comply with the wishes of the donor of a gift, but it reserves the right as conditions change, to assign any of the materials or items wherever the need is greatest or to remove any items if they have outgrown their use.
7. A library that is used extensively by its public, sustains losses through theft, mutilation, loss of the item, and ordinary wear. The Library cannot guarantee that any gift will be a permanent part of its collection or that any item will remain at its current location indefinitely. Nor can it guarantee replacement of these items.
8. All gifts of materials, equipment, furniture, or other items must be in usable physical condition (i.e. not excessively worn, not moldy or mildewed, etc.). The Library will not accept materials that are not outright gifts to the Presque Isle District Library.
9. The Library encourages and welcomes cash gifts, endowment funds, and bequests for purchasing books in general or specified areas, or other library materials, equipment, or furniture or for improving library facilities or supporting other library needs.
10. Memorial books and other materials will remain within the location they are purchased for, with the understanding that they will be available for use by patrons from all locations of the Presque Isle District Library system. It should also be understood that

these materials must remain in good physical condition and must not cause an undue burden on the location because of a shortage of space or other needs of the Library system. It must also be understood that the Library is not responsible for replacing any damaged, lost, or stolen items.

11. Equipment and furniture will stay in the branch it was purchased unless it is no longer needed by that branch or it is no longer in good physical condition, or space or other needs prevail.

Effective Date September 3, 2003