

GIFTS AND DONATIONS

The Board of Trustees of the Islip Public Library appreciates the generosity of individuals and organizations that contribute to the support of the Library through donations.

Donations are accepted with the understanding that the Library is granted and retains unconditional, irrevocable ownership of the donation and that there will be no restrictions on the Library's possession or disposition of the gift. The Library has the sole right to decide which gifts shall be added to the collection, sold for proceeds to enrich the Library's programs or discarded. All gifts are subject to disposition at the Library's discretion. The Library has the right to refuse any gift which the Library Director or Board deem not to be in the Library's best interests to accept.

On November 12, 1981, a resolution was passed that the Board of Trustees of the Islip Public Library must approve any gift to the Library valued at over \$100.00.

Upon request, the Library will acknowledge significant gifts in writing. No monetary value may be assigned except for gifts of cash. It is the responsibility of the donor to have gifts appraised before donation to the Library. For significant gifts, donors may be required to sign a release form at the time of the donation.

When cash is donated, the donor and the Library Director may mutually agree on what the money will be used to purchase, or the gift may be made to the Library to be used solely at the Library's discretion. The Library encourages gifts of cash not earmarked for specific items be used to best support the Library's mission and overall service program.

Donors to the Library's Growing Gifts Program shall be acknowledged in writing, as shall those who are honored or memorialized through donations to the Program.

Book plates naming a donor "in memory of" are only placed in books purchased by the Library, never in books donated by individuals.

The Library reserves the right to decide the conditions of display, housing and access to donated materials.

The Library does not commit itself to perpetual housing of a donation. When gift items are withdrawn from the collections, the Library will not notify the donor of the withdrawal. The Library will not automatically replace worn out, damaged or lost gift items.

Unfortunately, the Library cannot provide pick-up service for donated materials. Thus, it is the responsibility of the donor to arrange the delivery of the items.