

LIVERMORE PUBLIC LIBRARY
GIFT AND/OR DONATED MEDIA POLICY

I. Policy

The Livermore Public Library recognizes the importance of the gifts of books, papers, microfilms and other graphic records of value to the community and its library. The Library welcomes gifts of needed material or funds for the purchase of such materials. From time to time, donations of art and other items are offered to the Library as well.

The disposition and retention of all gifts will be determined according to the guidelines established by the Library Board of Trustees and administered by the Library Director.

II. Guidelines For Accepting Gifts

A. All gifts will be accepted based on their applicability to existing library programs, services , media, and facilities.

B. Gifts will be accepted based on the practicality and efficiency of maintaining and housing the gift.

C. Gifts will be accepted which are donated freely and allow the discretion of library staff in the handling and disposition of the gift.

D. The same standards of selection will govern the acceptance of gifts of library materials for the library collections as govern purchases for these collections by the Library. If materials are useful but not needed, they may be disposed of at the discretion of the Library Director. Gifts of art will be referred to the Livermore Public Art Committee for review and suitability for placement in library facilities.

E. The Library does not appraise gifts.

III. Memorial Donations

The Livermore Public Library frequently receives the gift of books or other items or a sum of money for the purchase of books or other items in memory of a family member, a friend, or co-worker. Library selection standards apply to these gifts as well. A memorial gift plate or plaque is placed in these books or on an item. However, the Library does not set aside a special section or set of shelves for memorial or gift books or items.

IV. Background Statement

The Library Director will seek the advice of the appropriate City officials in determining

policies for the retention or discarding of public property. The Library Director may request that a special committee be formed under the authority of the Library Board of Trustees to assist in determining policy in the question of establishing, maintaining and weeding special collections.

No gift materials will be accepted for inclusion in the collections of the Livermore Public Library or for placement in library facilities if those materials carry restraints that bind the Administration of the Livermore Public Library and its Board of Trustees from reasonable determination of the handling of these materials.

Approved: Livermore Library Board, May 12, 1981

Revised and Approved: September 24, 1992

Revised and Approved: September, 2002