DONATION POLICY

The purpose of this administrative policy is to provide a process for accepting gifts and donations to the library of items other than which can be used in the collection.

1. Gifts and donations (such as art, furniture, etc.) or monetary gifts must be discussed with the Library Director or designee. All conditions pertaining to the donation must be clearly stated by the donor at that time, and the donor will be given a copy of this policy.

2. Gifts and donations are accepted only if the Library Director or designee determines that they can be used by or benefit the Library. The Library Director shall make the final decision whether to accept or decline the gift. Gifts will be considered with the following criteria:
   - Relevant to the Library’s Mission Statement
   - Space required to house or store the gift
   - Cost to insure, maintain, or preserve the gift

3. All exhibits of donated items may be temporary or rotated at the discretion of the Library Director.

4. The Library accepts gifts and donation with the understanding that, upon acceptance, the gift or donation becomes the property of the Bernville Area Community Library and may be sold, stored or recycled at the Library Director’s discretion.

5. Receipts can be given for the donation but the Bernville Area Community Library will not assess a value for donations. Value will be assessed by the donor.

Adopted: December 2020