

BETHLEHEM PUBLIC LIBRARY

GIFTS, MEMORIALS AND BEQUESTS

Policy adopted by board of Trustees May 9, 2005

Gifts

Gifts of library materials (books, magazines, tapes, etc.) will be accepted with the understanding that the library reserves the right to add them to its collection, distribute them to other libraries, sell, or discard them. The library reserves the right to refuse large quantities of used books. A list of local organizations that accept large collections is available at the information desk.

The library does not accept gifts with restrictions or special conditions, unless those restrictions or conditions are specifically accepted by the Library Board of Trustees.

Gift materials will be judged by the same selection standards that apply to purchased materials.

Personal property, art objects, paintings, antiques, and other collectibles will be accepted on the condition that they may be sold, given away, or discarded at the discretion of the Library Board of Trustees and the Library Director. A Deed of Gift form will be signed by both parties.

The library does not place a financial value on donated items; the responsibility for such assessment lies with the donor.

Memorials

The library is pleased to receive monetary donations for the purchase of memorial books. Every effort is made to select an appropriate purchase in a subject area designated by the donor. A gift plate attached to the memorial book names both donor and honoree. Letters of acknowledgment are sent to the donor and to the family of the honoree.

Endowment Fund

The library accepts cash donations for the benefit of its endowment fund.

Library as Legacy (Bethlehem Public Library Fund)

The library participates in the Community Foundation for the Capital Region. Patrons and their families who wish to make charitable contributions in alternate forms, such as securities, stocks, or real estate, are encouraged to investigate this avenue of giving.

For more information about any of these opportunities, or to make a gift, please contact the Library Director, 439-9314, ext. 3003.