

# **BETHLEHEM PUBLIC LIBRARY**

## **GIFTS, MEMORIALS AND BEQUESTS**

*policy adopted by board of Trustees May 9, 2005  
policy revised by the Board of Trustees February 13, 2012*

### **Gifts**

Gifts of library materials (books, magazines, other print, digital or archival materials) will be accepted with the understanding that the library reserves the right to add them to its collection, distribute them to other libraries, sell them, or discard them. The library reserves the right to refuse any materials. A list of local organizations that accept donations 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 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 may be accepted on the condition that they may be sold, given away, or discarded at the discretion of the board of trustees and the director. A Deed of Gift form will be signed by the donor and the library.

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

### **Memorials**

The library is pleased to receive monetary donations for the purchase of memorial items. Every effort is made to select an appropriate purchase in a subject area designated by the donor. A gift plate is affixed to the memorial item.

### **Endowment Fund**

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

### **Bethlehem Public Library Fund**

The library participates in the Community Foundation for the Capital Region. Persons 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.