

DONATIONS, GIFTS AND ENDOWMENTS POLICY

It is the policy of the Ellenville Public Library & Museum to accept cash donations, bequests, memorials, etc. from individuals who wish to commemorate a special occasion, to memorialize a loved one, or to leave a bequest to the Library & Museum.

If the donation is requested to be used for materials, i.e., books, magazines, etc., it shall be used in accordance with the Library's Selection Policy whereby the library maintains the right to select the individual titles to add to the Library's collection. If the donor suggests a subject area, the Library will make every effort to accommodate these requests, but reserves the right to make the final determination.

If the donation is requested to be used for other than materials, e.g., programs, equipment, etc., such donations will be used as per Library policy governing that area. Donations to the Museum are covered under the Museum Collection Management Policy.

All donations will be appropriately recognized in a manner determined by the Board of Trustees in consultation with the Director.

Adopted by the Board of Trustees
August 17, 2009