

GIFT POLICY

The Board of Trustees of the Reading Public Library welcomes and encourages gifts and donations which are consistent with the Library's mission statement and collection development policies. Donors are encouraged to speak to the Director if they have questions or would like more information on donating to the Library.

Books and Other Materials

The Library does not accept donations of materials for the general collection. Instead, the Friends of the Reading Public Library takes new and gently used materials for their book sale room. All proceeds from these sales go to support Library programs, museum passes, and other library services.

Financial Donations

The Reading Public Library accepts financial gifts in support of programs, services, and collections. Tax-deductible donations of money may be made in a number of ways to benefit the Library:

1. **Reading Public Library.** Bequests and unrestricted gifts of any amount, to purchase suitable materials, furnishings or equipment in memory of a friend or relative or in honor of a special occasion (birthday, etc.) are welcome. The Library will make every effort to honor the donor's wishes for purchase of specific titles and subjects, or for furnishings and equipment.
2. **Friends of the Reading Public Library, Inc.** Membership and financial gifts support many ongoing Library programs, museum passes, and other library services.
3. **Reading Public Library Foundation, Inc.** Pledges and donations of cash, securities or real estate, etc. support an endowment fund that provides for the long-term and future needs of the Library.

Other Gifts

Gifts of other, non-collection, and non-financial items must be discussed with and approved by the Library Director or the Board of Library Trustees.

Terms and Conditions

The Board of Library Trustees cannot accept all gifts and request that prospective donors begin the process by contacting the Library Director. Gifts will be considered using the following criteria:

1. relevance to the Library's mission statement and collection development policies;
2. space;
3. cost of maintenance, processing, or storage;
4. significance to the community;
5. restrictions or limitations set by the donor;
6. added value or improvement to the space, collection, or services.

Upon approval and acceptance of a gift, the Library will send acknowledgements of receipt and acquisition to the donor using provided contact information.

Gifts accepted by the Library Director or the Board of Library Trustees become the sole property of the Reading Public Library, and may be sold or discarded as the Board sees fit.

The Library cannot assign a market value to gifts other than monetary donations. For tax purposes, it is the donor's responsibility to assign value and to document it for the Internal Revenue Service. Receipts may be given which describe the gift.

9/2002 Adopted

12/2019 Amended