

GIFT POLICY

The Parma Public Library acknowledges the great importance of gifts and donations to the Library's operations and to its future development. The Library welcomes gifts of money, property and materials.

The Parma Public Library accepts gifts and grants under the following conditions:

Gifts of library materials (books, magazines, tapes, audio-visual items, etc.) may be accepted with the understanding that the Library reserves the right to add them to its collection, distribute them to other libraries, donate, sell or discard them.

Any restrictions on gifts, whether donations of monies, books, periodicals, audio-visual materials or art work, must be submitted in writing and approved by the Director. Board of Trustee approval will be sought if there is not a precedent for the gift or restriction. Restricted monetary gifts will be accepted on the condition that the specific use requested is consistent with the goals and objectives of the Library.

Unrestricted monetary gifts made as memorials will be deposited in the library's Memorial Fund. **See Memorial Fund Policy.**

Unrestricted monetary gifts (not memorials) will be used at the discretion of the Library Board of Trustees in accordance with this gift policy and/or the Library's material selection policy.

The responsibility for the appraisal or the estimation of the value of gift donations lies with the donor. The Board will not assess or suggest a value for non-monetary gifts for income tax or other purposes; any letter of acknowledgement will not contain a statement of value.