**Langley Public Library**

**LIBRARY POLICY NO. 106.0**

**SUBJECT: GIFT POLICY**

The Library encourages the interest and involvement of citizens and organizations in its service program through contributions of book or non-book materials for collections, appropriate gifts which will enhance the physical environment, and bequests, trusts, or donations of monetary or other assets for Library purposes.

Gifts of miscellaneous books or other materials are accepted with the understanding that items which are not added to collections will be disposed of at the discretion of the Library. Any proceeds derived from such disposal may be used at the discretion of the administration for Library improvement or staff development.

Gifts of a more specific nature, such as works of art, furniture, equipment, special collections and real property, shall be referred to the Director for acceptance in consultation with the appropriate committee of the Board of Trustees. When funds are donated for specific purposes, the amount and nature of the expenditure must be approved in advance.

**Approved 12-6-2007**

**Reviewed 11-3-2011**