

Rochelle Park Free Public Library Policy on Gifts and Donations

General Policy

The Staff of the Rochelle Park Free Public Library can only accept unconditional gifts. Any gift to which the donor has attached conditions, terms, limits, purposes or restrictions (conditional gifts) will be considered by the Board of Trustees of the Rochelle Park Free Public Library. It is the prerogative of the Library Director and/or the Board of Trustees to accept or reject any gift.

Books (Unrestricted Donations)

Unrestricted book donations in good condition may be accepted providing the donor understands that the Library will make use of these books however it sees fit. They may be included in the collection, discarded, sold in the Library Book Sale or to a private dealer, among other options. Upon acceptance, the Library may give the donor a receipt for the books donated, however no dollar amount will be attached to this receipt.

Money

Unless otherwise designated, gifts of money will be added to the Rochelle Park Free Public Library Donation Account, and used under the direction of Board of Trustees.

Objects/Artwork/Landscaping Plants/Artifacts

All gifts in this category must be approved by the Board of Trustees of the Library. Upon acceptance the Library may give the donor a receipt for the items donated, however no dollar amount will be attached to this receipt.