

## **12. ACCEPTANCE OF NON-LIBRARY RELATED COLLECTIONS POLICY**

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*Approved by the Petersburg Public Library Board 1/28/15*

The library's ability to accept non-library related collections (ie: art; historical materials) is subject to the approval of the Library Board. Only collections with special relevance and merit will be considered. The process is as follows:

- Submit a request in writing to the Library Director. Attach a color photo and detailed description of the item. **Please do not bring physical item to library.**
- The library board will consider the request at the next regular library board meeting. A quorum (4) of board members can approve acceptance of a gift.
- If the gift is not accepted the donor will be informed in writing no more than 30 days following the library board meeting
- If the gift is accepted the donor will be informed in writing no more than 30 days following the library board meeting. A Deed of Gift agreement will be provided and must be signed prior to delivery of approved donation. No condition or restriction on gifts can be honored unless explicitly agreed upon in writing by the library board and donor. The library cannot legally appraise gifts for tax purposes. Disposition of collections is also subject to the approval of the Library Board. A Deed of Gift form can be found in the appendix.