

Hicksville Public Library  
Policy Concerning Gifts to the Library  
Adopted by the Board of Trustees, January 20, 1993

The Hicksville Public Library Board of Trustees and the Director acknowledge with appreciation the many inquiries they receive concerning gifts to the Library of books, periodicals and other materials. In order to avoid misunderstanding about the acceptance and disposition of gifts, the library adheres to the following policy.

1. All gifts are to be handled initially by the Library Director. In the event such an offer involves material that does not meet the criteria set forth herein, the Library Director may reject this offer.
2. The Library reserves the right to decide whether or not a gift will be accepted and added to the collection. The book, periodical or other donated material may be refused for various reasons including, but not limited to:
  - a. It is a duplicate of an item of which no more copies are needed, or
  - b. It is outdated, or
  - c. It is of no reference or circulation value, or
  - d. It is in such poor condition that the cost of
3. Special memorial gifts of books or other materials may be accepted by the Board and appropriate notation placed on them at the discretion of the Director.
4. The Library will not accept materials which are not outright gifts.
5. Gifts of art objects, portraits, antiques, furniture and other museum-type objects are not generally considered acceptable gifts for a public library.
6. The Library reserves the right to dispose of any gift that it accepts. The Library makes an effort to dispose carefully and thoughtfully of gift material which is accepted but not added to its own collection, or added to the collection and later removed.
7. The Library is not in a position to appraise gifts and will not provide appraisals.

