GIFT POLICY

The library staff may accept gifts of books, periodicals, and other materials, with the understanding that they will be added to the Library collection when needed. The decision to add gift materials including those by local and/or self-published authors is based upon the following considerations:

1. Does the material meet the Library’s standard of materials selection?
   (See Resource Selection Policy)

2. Is the physical condition of the material satisfactory?

3. Does the Library need the material or multiple copies in its collection?

Material not added to the collection may be placed in one of the three book sales sponsored the Friends of the Library.

The Library reserves the right to decide the conditions of display, housing, and access to the materials. No estimate of value of donated material will be furnished. Materials received will become the property of the Bozeman Public Library.

When gift materials are deemed no longer useful, the Library will dispose of them on the same basis it disposes of other materials.

Major gifts to the Library should be made to the Bozeman Public Library Foundation, a non-profit organization which supports the Bozeman Public Library through private gifts. In addition to monetary gifts, the Foundation may accept other gifts pursuant to its own policies.

Donors may be directed to the Foundation for additional information. Library staff may accept monetary gifts on behalf of the Foundation. Checks should be made payable to: Bozeman Public Library Foundation. Donors may be given a copy of the Foundation brochure and may complete the appropriate form for designation of funds.

Revised December, 2003
Revised December, 2006
Revised December, 2009