

BRIGHAM CITY LIBRARY

GIFTS AND DONATIONS POLICY

A. BOOKS AND MATERIALS

- 1.** The library will accept only those gift books and other materials which are included within the scope of its book selection policy and which the library would buy itself if it had the money to do so.
- 2.** The library will accept only books and other materials to which no conditions have been attached, and with the understanding that the Library Director may handle them in any way which best suits the purpose of the library and may dispose of them at any time and in any way if it seems proper to do so.
- 3.** The staff of the Brigham City Library will not go to a person's home to pick up or evaluate any donated material. The material should be delivered to the Library by the individual donating the material.
- 4.** Books and materials will not be accepted if water damaged, moldy, dirty, contain bugs like silverfish or in poor repair due to health issues of staff and patrons.

B. MONEY, REAL PROPERTY AND/OR STOCK

- 1.** Money, real property and/or stock shall be handled as stated in Utah Public Law 37-2-8.
- 2.** Reports of such money, etc., shall be made by the Library Director to the Library Board and annual reports to the Library Board, the city, and the State Library.

Revised by the Brigham City Library Board of Trustees – November 18, 2008

Approved by the Brigham City Library Board of Trustees – January 20, 2009