

## **AUSTIN PUBLIC LIBRARY GIFT POLICY**

### **LIBRARY MATERIALS:**

The Library accepts gifts of library materials with the understanding that the same guidelines of selection are applied to gifts in accordance with the criteria applied to purchased materials, as outlined in the “Materials Selections Policy.”

Accepting gifts of library materials is on the condition that the City of Austin shall in no manner reduce, as a result of this gift, any budget, funds or money pertaining to any aspect of the operation of this library.

The donor will be given a signed letter explaining the gift policy for tax purposes, if requested.

### **NON-COLLECTION DONATIONS:**

Non-collection donations fall under the “Art and Non-Collection Materials Policy.” Gifts to the Library will be accepted with the understanding that the library cannot commit to a permanent display of anything other than those governmental symbols now in place.

### **DEACQUISITION:**

The Library Board determines the final disposition of all materials and items owned, including gifts, in accordance with city and state government regulation and laws. Specifically, the Library Board makes no promises or guarantees to return gifted materials or items to the donor, and cannot commit to the permanent inclusion of materials in the library collection or to permanent ownership of donated items.

**Reviewed: April 2024**

**Adopted: February 2011**