

GIFT POLICY
EL RENO CARNEGIE LIBRARY

The library is grateful for gifts. Its collection has been enriched by fine donations. The library reserves the right to accept, decline, discard, or sell in the “Friends of the Library” book sale any unsolicited materials. It is possible that a gift may be of value in itself, but may not be used to full advantage by a public library, because it may be a duplicate, outdated, or too technical for the general public (i.e. – textbooks.)

The donor of a gift should understand that the library reserves the right to assign the gift wherever the need is greatest.

When the library receives a cash gift for the purchase of a memorial, honor tribute, or other materials, the librarian will suggest to the donor materials or equipment that would be suitable and useful. Effort will be made in the selection of titles to fit the interest of the person for whom the memorial or honor is presented.

The library will welcome gifts of printed and manuscript materials related to the history of El Reno and Canadian County. Additional information is available in the Edna May Arnold Archives policy.

The library will not accept as a gift item if the condition of acceptance requires permanent exhibition of the item.

The library will not accept storage responsibility for historical documents or objects owned or controlled by groups or individuals. Once a gift is given to the library it is owned by the library (City of El Reno).

The library will rarely accept objects other than printed or manuscript material.

The library will not provide an appraisal for gifts of materials, which are accepted for its collection or the book sale. Donors will be furnished with a “Receipt for Donation” form to be filled out by the donor.

Revised October 2008