

**Gift Policy**  
**January 2018**

- I. The Chickasha Public Library appreciates the thoughtfulness of its patrons who donate a variety of print and media materials to the Library. Gift materials are accepted with the understanding that ownership passes to the Library. Gifts of materials will be added to the collection only if they meet the same standards required of materials purchased by the Library, as described in the Materials Selection Policy. Gift materials not meeting those standards may be given to the Friends of the Library for their book sales, donated to other libraries or organizations, recycled, or discarded. The Library is not obligated to keep donated materials for any length of time and does not accept responsibility for notifying donors of withdrawal or replacement of gift items.
  - a. The Library cannot assess or suggest a value for non-monetary gifts for income tax or other purposes; any letter of acknowledgment will not contain a statement of value.
  - b. The Library reserves the right to refuse any gift.
  
- II. Fine arts and collectibles:
  - a. The Library does not accept works of fine art or collectibles.
    - i. The current building does not have adequate display space.
    - ii. The building lacks the security that would be needed to protect valuable works.
    - iii. The collection and display of art works is not a part of the Library's current mission.
  - b. When a new building is constructed for the Library, the Library Board will encourage the inclusion of appropriate space for art works.
    - i. The Mission Statement will be revised to include guidelines for the Library's art collection.
    - ii. Tastes vary among individuals, and the Library Board will develop procedures to determine what works would be appropriate for the Library.
  
- III. The Library can only accept gifts of other items of monetary value, such as land or stocks, if they are donated to the City of Chickasha for the specific use of the Library.