

EASTON PUBLIC LIBRARY POLICY ON DONATIONS TO THE LIBRARY

The Easton Public Library accepts gifts (including financial gifts) at the discretion of the Library Director and/or the Library Board of Trustees.

Materials Donations

The Library accepts non-monetary gifts with the understanding that the Library reserves the right to add them to its collection, distribute them to other libraries, donate them, sell them, or discard them. Gift materials will be judged by the same materials selection standards that apply to purchased materials.

Gift books and other materials are integrated into the Library collection and cannot be shelved separately.

Bookplates will be placed in books designated as gifts. Arrangements must be made with the Library Director.

The Library cannot appraise the value of any gift, but will send an acknowledgement for the items received to the donor if requested.

Monetary Donations

Gifts in the form of money (cash, checks, bequests, trust funds, etc.) are welcomed.

Landscape Donations

Any donation should be approved by the Library Board of Trustees or Library Director.

As the Park & Recreation Commission is responsible for maintenance of the grounds, they shall be consulted before the placement of any tree, shrub, or plant that would require maintenance.

If planting involves the public area joining the Town Hall and Library in a significant way, the First Selectman should be consulted.

Acknowledgement of Gifts

All gifts with a restrictive clause must be approved by the Library Director.

Rejected donations will receive an acknowledgement in the form of a letter or a telephone call if appropriate.

Adopted by the Library Board of Trustees, August 12, 1997
Revised, August 1, 2005; March 4, 2024.