



L.E. Phillips Memorial  
**Public Library**

**Number:** 4  
**Category:** Circulation and Collection  
Development Management

**Policy Title:** GIFTS OF MATERIALS  
**Date adopted:** 12/78  
**Date amended:** 12/15/83; 07/19/84; 09/17/09  
**Date last reviewed:** 09/15/22

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The L.E. Phillips Memorial Public Library welcomes gifts of selected materials for the collection based on the following criteria:

The Library, in accepting a gift of materials for the collection, assumes free and complete legal title to those materials.

The decision regarding the acceptance or rejection of gifts will be determined by the staff member responsible for selecting materials for that part of the collection.

The Library will place in its collection only materials which meet the criteria stated in its Collection Development and Management policy.

The Library may dispose of materials which are deemed unsuitable for inclusion in the Library's collection.

Customers who wish an appraisal of the materials they are giving to the Library must have them appraised prior to the transference of the gift to the Library.

An acknowledgment of a gift of materials for the collection will be sent to a donor when, in the judgment of the staff member responsible for selecting materials for that part of the collection, it is a significant contribution.

Due to staffing limitations, the Library is not able to pick up donations of materials.