

Rahway Public Library – Gift Policy

Donation of Materials

Gift Acceptance & Use

The Rahway Public Library welcomes the donation/gifts of cash and tangible property such as books, manuscripts, audio-visual materials, works of art, jewelry, antiques, coins, stamps, or other collections provided the gift is aligned with the selection criteria set forth in the library's Collection Development Policy.

Donations are not necessarily "free." Library processing costs for material, computer time, personnel, and space related concerns are all weighed before a potential gift is accepted or added to the collection. For that reason, the Library reserves the right to reject any and all donations.

The library reserves the right to retain, sell, or dispose of any and all donated materials.

Gift Appraisal

The library does not appraise gift items. Any appraisal information used for tax purposes is the sole responsibility of the donor. The library accepts no responsibility for the valuation of any gifts, and its actions comply with all laws and regulations involving library donations.

Priority for Gift Inclusion

Gifts added to the library collection are processed and treated the same way as purchased items. By way of example, below are donations that are likely to be accepted or not accepted by the Library:

Accepted

The Library welcomes donations of materials that are:

- Supportive of the library's mission
- In good condition
- Fall within heavily-used subject areas of the collection (e.g. crafts)
- Local- or state-focused material
- High-demand items (e.g., popular fiction)
- Special collection material (e.g., art books, current reference material, paperbacks)

Not Accepted

The Library does not accept donations of materials for its collection that are:

- In poor condition
- Outdated editions or texts (e.g. old textbooks, encyclopedias, obsolete formats)
- Not in demand by library users
- Duplicates of material owned by the library in sufficient quantity
- Magazines (including National Geographic)
- Newspapers

Discretionary

The library may accept at its discretion:

- Gift subscriptions of current- interest magazines compatible with its acquisitions policy, while reserving the right to retain or dispose of back issues as need and space permit
- Gifts of toys and games that are clean and in good condition for use in the children's sections (no toys with sharp edges, parts so small they can be swallowed or toys that make noise are accepted as donations)
- Materials it would not normally acquire in accordance with its normal selection policy (e.g., sectarian groups publication whose acquisition is not warranted by public interest)

Monetary Gifts

The library accepts financial donations. In the case of outright monetary donations, the library reserves the right to direct the funds to identified areas of need, which may include services, collection development or library equipment. The library may consult with the donor about restrictions before a gift is accepted.

The director administers all monetary gifts and any gift involving an initial or continuing commitment on the part of the library.

Historical Documents

Historical documents of local significance, including newspapers, letters, journals, diaries, and photographs, are accepted for the library's historical collection at the discretion of the director and/or History Room staff. Donors are required to sign a "Gift Agreement Form" transferring sole and exclusive ownership of the document(s) to the library.

Artwork

Artwork donations are accepted at the discretion of the Rahway Public Library Board of Trustees and the library director, who reserve the right to determine the artwork's display location and the means of its display. The board may require that any artwork donation be accompanied by a current appraisal of value. Donors are required to sign a "Gift Agreement Form" transferring sole and exclusive ownership of the artwork to the library.

Equipment & Furnishings

Equipment and furnishings donations are accepted at the discretion of the director. Donors are required to sign a "Gift Agreement Form" transferring sole and exclusive ownership of the equipment and furnishings to the library.