

IV. Historical Room and Collection Policy

1. The Historical Room is not open to the public and can only be entered by library staff and those patrons with permission from the Director.
2. Some items can be handled only by Librarians; other items may require use of white cotton gloves.
3. Photocopying of items is by permission only and will be denied if library staff feel it may cause the item damage.
4. Books and materials in the historical room are for in house use only.
5. Items housed in the collection cannot be sent out to other libraries on INTERLIBRARY LOAN.

V. GIFTS POLICY:

The Prairie Skies Public Library District will accept gifts, which can be effectively utilized; however, the donor must agree with the below terms.

- PSPLD reserves the privilege of accepting or rejecting any donation.
- Out-dated, duplicates or materials in poor physical condition will not be accepted.
- Monetary donations will be utilized for purchases of equipment, materials or special projects that are acceptable to the donor.
- Library staff are not qualified to set a value on donations of printed materials with historical value, audiovisual material, art objects, antiquities, etc.
- All gifts are accepted with the understanding that they become the sole property and responsibility of the Library.
- The Library will make formal recognition of all donations.

HONOR/MEMORIALS: Records will be kept on Memorial monies received, which will be put into the special memorial account. The Director will decide on appropriate expenditures under \$50.00. A card of acknowledgement will be sent to the person or family.

Whereas, it is not feasible for the Library to be expected to house or display all donations indefinitely all donors and their families must be aware that with the donation, they relinquish any ownership or entitlement to the objects and/or materials or any money obtained by the Library from the sale of such objects. Of course, no donation will be disposed of in a careless manner. Every donor can be assured that the Library will respect the donation and house it as long as feasible.

GIFTS AGREEMENT:

I have read the Gift agreement provision of the Prairie Skies Public Library District and agree they are acceptable. Please print.

DONOR'S NAME _____

SIGNATURE _____

DATE _____

DESCRIPTION OF DONATION (provided by donor) _____

DOLLAR AMOUNT\$ _____

(estimated by donor, library staff is not qualified to value items as needed for charitable contribution).

Library staff Initials _____