

Gift Policy

The decision as to the acceptance of furnishings and equipment shall be made by the Library Board of Trustees on the advice of the Library Director. Among the criteria on which the decision shall be based is need, space, safety issues, compatibility with existing furnishings, impact on staff time, and expense and frequency of maintenance.

The decision as to the acceptance and location of gifts of landscaping items shall be made by the Board of Trustees on the advice of the Library Director. The major criterion on which the decision shall be based is the appropriateness of the offered gifts to the landscaping plan for the building.

The decision as to the acceptance and location of gifts of exterior ornamentation, sculpture and signage shall be made by the Library Board of Trustees on the advice of the Library Director.

Criteria for Including Material in the Collection

Donation of Books and AudioVisual Materials.

In accepting a gift of materials the library reserves the privilege of deciding whether items donated should be added to the collection. Out of the many books and other materials which citizens so generously give, a considerable proportion can be used. Some cannot, because any library material, though of value in itself, may be:

- (1) a duplicate of an item of which the library already has a sufficient number;
- (2) outdated or interesting but not of sufficient present reference or circulating value to the library; and/or
- (3) in poor condition—which would not justify the expense of processing it, i.e., cataloging and preparing it for circulation.

The material will be judged by the same standards of selection as those applied to the purchase of new materials. Wayland Free Library accepts gift materials with the understanding that materials, which are useful to the library collection, will be retained and other materials disposed of in whatever manner the librarian deems best. The Library necessarily reserves the right to interfile gifts with other collections on the same subject, so that all collections are organized and classified according to library standards for the best public service.