

Policy & Procedure

Policy Name	Donations of Materials
Policy Number	V. Collections 4
Application	All Staff
Date Issued	February 11, 2014
Effective Date	February 11, 2014

I. Policy Statement

Brooklyn Public Library (BPL) limits its acceptance of donated materials to short book drives at one or more points a year. This includes book drives by neighborhood Library Friends Groups. BPL will provide customers with information and instructions regarding the book drives as the events are scheduled.

The Library may consider accepting the donation of items suitable for inclusion in the Library's special collections (i.e. unbound sheet music and scores, materials documenting the history and culture of Brooklyn, original artwork and photographs) throughout the year.

Customers wishing to donate books outside of BPL's parameters may be directed to other organizations accepting donations, listed on the Library's website.

Disposition of any material donated will be at the discretion of the Library.

II. Guidelines

Gifts of Materials Documenting the History and Culture of Brooklyn

Central Library's Brooklyn Collection may accept gifts of materials documenting the history and culture of Brooklyn, including but not limited to the following formats: maps, atlases, books, manuscripts, archives, printed ephemera, photographs and prints, audio, video, and digital files.

- Donors interested in giving to the Brooklyn Collection should contact the Manager of Special Collections at the Central library.
- BPL reserves the right to refuse a gift that duplicates or fails to add significantly to Brooklyn Collection's scope or holdings.
- All gifts are subject to the terms and conditions of the Brooklyn Collection's Deed of Gift, which shall be completed by the donor. Donors may obtain a copy of the Deed of Gift upon request.
- The Brooklyn Collection cannot perform or pay for appraisals, but in certain cases may require the donor have an appraisal preformed before the Collection can accept the gift.

Gifts of Original Artworks and Photographs

BPL accepts selected original works of art and photographs for Library facilities. Because such gifts have special care and storage requirements, the Library is highly selective in accepting them.

- BPL will only consider works that bear an explicit relationship to the Library or its collections, to Brooklyn or to the communities the Library serves, or that provide significant value to the Library.
- Offers to donate such materials must be made in writing to the attention of the President of Brooklyn Public Library. The President will confer with appropriate staff to determine whether the Library will accept the gift.
- For tax purposes, the donor must secure a third party appraisal if he/she wishes the gift acknowledgement to state a value.

Issuing Agency: Policy Committee

Revision Date: December 2013

Approved by Board of Trustees: February 2014

Supersedes Policy:

- Donations of Materials (February 2011)

Related Policies:

- Materials Selection Policy (V. Collections 2)