

Non-Monetary Gifts Policy

Adopted June 14, 2022

Revised July 2023

Scope

The Henrietta Public Library has been fortunate to be the recipient of nonstandard gifts, such as artwork, that enhance the library's space and increase the community's engagement with and enjoyment of the library. The library will consider nonstandard gifts of artwork, furniture, and other equipment.

Policy

Potential gifts will be considered by a Library Board-appointed committee consisting of three people—a library staff member, a library board member, and a community volunteer. This committee will meet at least twice a year. The committee will consider the following criteria, as applicable, when deciding whether or not to accept a potential gift:

- Relation to the library's mission, vision, and brand platform.
- Artistic and/or aesthetic merit.
- Condition and/or need for repair and maintenance.
- Availability of appropriate space for temporary or permanent display.
- Whether the item was created locally, particularly whether the item was created by a Henrietta resident or former Henrietta resident.
- Restrictions imposed on the potential gift and whether those restrictions are acceptable considering cost or impacts.
- Compliance with applicable local, state, or federal laws, codes, rules, or regulations.

Acceptance of potential gifts are subject to the following conditions:

- The library cannot promise the permanent exhibition or use of any item.
- Donated items become property of the Henrietta Public Library.

Gifts will be acknowledged in writing. However, no monetary value will be assigned to any gift item, nor such information included in any receipt.

Appeals



585.359.7092
hplinfo@libraryweb.org

Henrietta Public Library
455 Calkins Road
Rochester, NY 14623

The Non-Monetary Gifts Committee will make the final decision about what non-monetary gifts the library will and will not accept. If a Henrietta resident believes the committee has not followed this policy, they may submit a written appeal to the library's Board of Trustees.