



## Emma S. Clark Memorial Library

120 Main Street  
Setauket, NY 11733-2868  
631.941.4080

[www.emmaclark.org](http://www.emmaclark.org)

*"The Heart of the Three Village Community"*

### DONATION/GIFT POLICY

Acceptance of any donation or gift will be determined by the Library Director and/or the Library Board of Trustees, based on its suitability to the purposes, needs, and policies of the Library; laws and regulations that govern the ownership of the donation or gift; and the Library's ability to meet the requirements, if any, associated with the donation or gift.

The Library Board reserves the right to refuse or reject any donation or gift.

#### Monetary Gifts

The Library will generally accept unrestricted monetary gifts for its endowment fund. Monetary gifts for restricted purposes will be evaluated on a case-by-case basis and may be accepted, provided that such gifts are consistent with its stated mission, purposes, needs, and priorities as determined by the Library Director and/or the Library Board of Trustees.

#### Materials Donations

Through the generosity of Three Village residents who have donated material to the Library, we have been able to acquire some items we have been happy to add to the collection and which have been used and appreciated by our members. However, because we are often offered material which is not suitable for our collections and we do not have the means to dispose of these items, it is necessary for us to limit what we will accept. We are happy to accept any of the following, with actual accession dependent upon full compliance with the Library's *Material Selection Policy*, anticipated use by our patrons and shelving space availability.

### **BOOKS**

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Books which are in new or nearly new condition in any of the following categories:

- Best sellers or novels in new condition.
- Well-reviewed nonfiction published in the current year.
- Most recent editions of standard works.
- Hardcover fiction in new condition.
- Books written or edited by a Three Village resident.

## **RECORDED MUSIC**

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- Only compact discs in new condition.

## **VIDEO RECORDINGS (DVD or BluRay Format)**

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Professionally produced video recordings in new condition which meet the general selection criteria for the Library's video collection.

- Feature films which:
  - Are noteworthy for their theme, technical mastery, acting direction, cinematography, etc.;
  - Have been recognized by nominations or awards given by recognized critical, cultural or professional organizations;
  - Have been positively reviewed (a "B" average or better) in standard popular newspapers and magazines;
  - Have been reissued in video format after some time and which can be considered to be "classics" because of longevity of appeal.
- Information videos for adults or children which complement our nonfiction book collection and which may be used to inform or instruct. The collection's size and its personal use orientation dictate that the items selected for inclusion be of a general nature, rather than academic, technical or specialized.
- Videos of outstanding opera, dance or theatrical performances.

Items which are not added to the collection will either be disposed of or returned to the donor at their request. Although we cannot supply monetary evaluations of donated material, we can provide receipts for tax purposes for the number of items which we accept.

If you are uncertain as to whether or not any material is acceptable, please check with a librarian by phone (631-941-4080) or in person prior to bringing the items to the Library. Librarians can also provide contact information for local organizations that accept book donations.

### Naming Rights

The Board of Trustees shall have the right to designate a certain collection, room, item, program, or other object in honor of a person, family or similar entity. In exercising this right, the Board must do so by a two thirds vote of all Trustees (6) after due deliberation at a regularly convened meeting. A nominee to be considered for such an honor must meet at least one of the following minimum criteria:

- Have provided the library with at least 20 years of service and provided significant contributions to our operations.

- Have personally made, or have had made on their behalf, a significant monetary contribution to our endowment funds.
- Have distinguished him/herself in service to our community where such service has bettered the quality of our collective lives.

Adopted by Emma S. Clark Memorial Board of Trustees 10/19/2022