

## San Francisco Public Library Commission Policy Manual

### Gifts Policy

Policy #701

Section: Business Operations

Adopted: July '89

Revised

The Library is always pleased to accept unconditional donations of books and other materials which complement the existing collections and comply with the Library's Collection Development Policy and Plan.

The Library accepts periodicals which fill in sets, new titles, or replacements.

It is Library policy to accept collections of books or materials which can be integrated into the Main Library subject departments and branch collections.

All gifts become the sole property of the San Francisco Public Library and are subject to the rules governing the maintenance, development, and use of the San Francisco Public Library collection.

Any collection which requires special treatment or must be maintained as a separate entity, must be authorized by the Library Commission, which will review the exceptional costs and contractual issues involved in acquisition and maintenance of such a collection.

#### NOTE:

Existing City Policy allows the City Librarian to accept gifts which value under \$5,000.

Acceptance of gifts valued over \$5,000 require the concurrence of the Library Commission and the Board of Supervisors.