

## **Grove City Community Library Archival Gift Policy**

In keeping with its stated purpose which is “to discover, collect or acquire, and display any items, artifacts, literature, memorabilia or other materials, illustrative of the development of Grove City” the following policy on the acquisition and acceptance of gifts has been formulated and adopted:

1. Any article of historical interest, given and delivered to the Grove City Community Library free of charge, will be accepted and becomes the property of the recipient.
2. The Grove City Community Library reserves the right to determine the acceptability of any article thus delivered and to dispose of unsuitable or duplicated items by trading, selling, giving away, or destroying such articles that are deemed to be unsuitable or unnecessary.
3. The Grove City Community Library will accept for display the loan of any article provided prior arrangements are made.
4. The Grove City Community Library reserves the right to determine the most appropriate method of displaying the article or remove it from the display at any time.
5. An appropriate card or plate showing the source of the gift will, where possible and practicable, be placed on or near each article displayed.
6. Rulings on the Internal Revenue Service are that the recipient cannot legally appraise gifts for income or inheritance tax purposes. Appraisal is, therefore, the responsibility of the donor.
7. Where applicable and the donor holds them, copyrights, literary property rights, and legal titles are given to the recipient.