

**Rosemary Garfoot Public Library  
Gift Policy**

No gifts shall be received by village employees for their personal benefit. All gifts shall be reported to the director with a report to the Library Board.

Written commendations shall be accepted, reference employees who have gone above and beyond their respective duties for their personnel file. Gifts to the library on a person's behalf shall be cleared with the Director.

Any promotional gifts shall be the property of the library of Cross Plains and used by the library or disposed of as the Library Board sees fit.

Gifts for the benefit of the library shall be accepted and reported.

Adopted 12/18/1995

This document was revised and reviewed accordingly on 3/27/2007

This document was revised and reviewed accordingly on 9/21/2010

This document was revised and reviewed accordingly on 7/21/2015

This document was revised and reviewed accordingly on 9/20/2016

This document was revised and reviewed accordingly on 3/20/2018

