

Delta County Public Library District

*“Serving and Empowering People
Providing Resources for Life, Leisure and Learning*

The Board of Trustees of Delta County Public Library District (Library Board) adopts and makes public the following written policy:

GRATUITIES POLICY

Revision Dates and General Definitions

This revision dated M/D/2016 overrides all previous versions of **Delta County Public Library District GRATUITIES POLICY** and any verbal/oral policies, actions and behavior in existence prior to this date.

No individual has the authority to override the provisions contained in the Delta County Public Library District’s (hereafter referred to as the District) policies either orally or in writing, or by their actions.

Employees may not solicit any gift, gratuity, favor or loan at a preferential rate or any item of monetary value from any person or organization that is conducting or seeking business with the District or a community library.

The District discourages the acceptance of any but token gifts and favors. Employees must report the individual receipt of gifts and favors exceeding \$25.00 in value to their Manager or the District Director. Gifts and donations to the library or library district as a whole are excluded from this provision. Rewards or incentives that are administered by the District through the payroll process are also excluded.

District employees may not accept in any calendar year, gifts having a value of greater than fifty dollars (\$50).

References: Article XXIX, Section 3, of the Colorado Constitution, and Section 24-90-109.1, C.R.S., as amended (Colorado State Library Law).

Approved by Delta County Public Library District Board of Trustees

President _____ Date _____

Secretary _____ Date _____