

## Policy 5/19/2010

### Gratuities Policy

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 Library District or a community library.

The Library 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 Library District through the payroll process are also excluded.

Library 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).