

**Lincoln City Libraries
Lincoln, Nebraska**

**POLICY: AWARDS, GIFTS, AND PRIZES FOR LIBRARY CUSTOMERS
AS PART OF LIBRARY PROGRAMMING**

Awards, gifts and prizes are allowed to the extent the expense is reasonable and necessary to carry out the mission of the library. They must comply with any funding source restrictions and be approved by the Library Director.

The Gift Card/Prize Acknowledgment form is to be used any time a gift card is awarded, or when any prize is awarded via random drawing. Tokens of appreciation awarded to everyone participating in a program are exempt from this policy.

The Gift Card/Prize Acknowledgment form with the names of individuals receiving an award/gift/prize must be completed and forwarded to administrative offices by the 10th of the month following the month in which the individual receives the award/gift/prize.

Employees of Lincoln City Libraries are not eligible to win awards/gifts/prizes except those tokens of appreciation awarded to everyone participating in a program.

Revised by Library Board: April 12, 2024
Reviewed by Law: April 2024
Adopted by Library Board: February 18, 2020