

Dixon Public Library District

POLICY AND PROCEDURE HANDBOOK

POLICY TITLE: Gifts
POLICY NUMBER: 3155

3155.1 An employee or his/her immediate family may not accept from, or provide to, individuals or companies doing or seeking to do business with the Library District, gifts, entertainment, and/or other services or benefits unless the transaction meets all of the following guidelines:

3155.1.1 Is customary and gives no appearance of impropriety and does not have more than a nominal value (approximately twenty-five dollars (\$25) or less);

3155.1.2 Does not impose any sense of obligation on either the giver or the receiver;

3155.1.3 Does not result in any kind of special or favored treatment;

3155.1.4 Cannot be viewed as extravagant, excessive, or too frequent considering all the circumstances including the ability of the recipient to reciprocate at Library District expense.

3155.1.5 Is given and received with no effort to conceal the full facts by either the giver or receiver.

3155.1.6 Does not conflict with state or local laws governing conflicts of interest.

Adopted 02/27/2006