

BEALS MEMORIAL LIBRARY DONATIONS AND GIFTS POLICY

The Beals Memorial Library encourages the interest and involvement of citizens and organizations in its service program through contributions of book or non-book materials for collections, appropriate gifts which will enhance the physical environment, and bequests, trusts, or donations of monetary or other assets for Library purposes. It is understood that special gifts and bequests should not take the place of public support or cost-effective use of current income, but should enable the Library to provide and enhance services in ways not financially possible within the current annual operating budget.

The purpose of this policy is to establish guidelines and regular procedures for receipt management and disposition of funds or other properties received by the Library as gifts.

POLICY:

In general, the Beals Memorial Library welcomes gifts of books, materials, equipment, works of art, documents, photographs, property of any kind, and money. The Library reserves the right to refuse any gift that the Board of Library Trustees, in its sole discretion, deems to be not in the best interests of the Library to accept.

If a gift is accepted by the Library, the gift shall be final and no restrictions on the Library's ownership, possession, use or disposition of the gift shall be effective other than restrictions approved by the express vote of the Board of Library Trustees and memorialized in writing.

RECOGNITION POLICY:

- The Beals Memorial Library acknowledges and recognizes the generosity of an individual or group. Donations accepted by the Board are subject to the following policy:
- A plaque designating the name of a substantial contributor may be attached to an internal or external area or building of the library by the Board of Trustees. The Board of Trustees shall determine the design, size, and location of all plaques and designations.
- Plaques and other designations may be granted for individual gifts at the discretion the Board of Library Trustees.
- In the case of a major project or renovation, a single plaque containing the names of all substantial donors, amounts and donor categories as defined in the project plan by the Board of Trustees, may be attached to a building or area.
- The Board of Trustees reserves the right to initiate, decline, terminate, or alter any designation for recognition. The Board of Trustees reserves the right to move and display plaques in archival conditions as necessary.
- The Board of Trustees will review this policy and reserves the right to change it as needed.

GUIDELINES:

Materials:

Gifts of miscellaneous books or other materials in excellent condition are accepted with the understanding that items which are not added to collections will be disposed of at the discretion of the Library. These items may be given to the Friends of the Library for sale, given to other libraries, or discarded.

Items not accepted:

- Textbooks of any kind
- Encyclopedias
- Dictionaries
- Any book that contains obsolete information, such as old medical or diet books.
- Fiction & Non-fiction books older than 5 years
- Any books that smell, show signs of mold, have water damage or have torn pages or covers
- Scratched or damaged Audio Book, DVD, BluRay or Music discs (including broken cases)

Collections:

Gift collections will be accepted only by the Director in consultation with the Board of Trustees, and with the understanding that the collection may not be kept intact.

Recognition gifts:

The Library welcomes monetary gifts for purchase of materials for the collections given in recognition of individuals or organizations. The names of the donor(s) and those recognized by the gift will be listed on a bookplate affixed to the material, if so desired.

Other monetary gifts:

The Library welcomes gifts of cash or stock.

Real estate or other personal property:

The Library will accept gifts of real property that support the mission of the Library. Such offers will be handled by the Director, who in consultation with the Board of Trustees will determine the suitability of the gift and the terms of acceptance compatible with the Library's mission and policies, the donor's intent, and applicable laws.

Art & decoration objects:

In general, gifts of art objects shall be of local interest to the community, of a professional quality, well executed and in good condition. As with all other gifts, art objects will be accepted only with the donor's full agreement that the Library has the right to handle or dispose of the gift in the best interests of the institution.

Because of the Library's limited display and storage areas and focus on its primary mission as a Library and not a museum, potential donors of art & decorative objects are requested to discuss any possible gifts with the Director and Board of Trustees.

No gifts posing a danger or threat to patrons will be accepted (e. g. metal sculpture with sharp, moving parts). No gifts that require extensive, regular special care or conservation will be accepted.

Valuation:

The Library will provide a timely, written acknowledgment of the receipt of gifts to the donor and, if desired, to a recognized individual or organization. Income tax regulations leave the determination of the gift's monetary value to the donor. Donors wishing to have an appraisal of their gifts done for income tax purposes should do so prior to donation.

Future disposition of gifts:

Libraries used extensively by their patrons sustain losses through theft, mutilation and ordinary wear. Resources with obsolete and/or misleading information may be discarded with time. The Library therefore cannot guarantee that any gift will be part of the collection or furnishings permanently. Excess articles may be first offered to other Town departments and then given to the Friends or discarded.