



NEVINS LIBRARY

GROWING COMMUNITY

Gifts and Donation Policy

Approved by Trustees February 15 2019

The Nevins Memorial Library welcomes gifts of library materials, money or personal property that enrich and improve Library resources. 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, the gift shall be final; no restrictions on the Library's ownership, possession, use, or disposition of the gift shall be effective.

Books and Materials

Gifts of library materials (books, magazines, DVDs, etc.) donated to the Library are examined by library staff to determine if they will be added to the collection. Materials will be accepted and withdrawn subject to the same criteria as purchased material. The cost of processing, availability of space, and the physical condition of the item are also factors in the selection process.

Books and other materials will be accepted with the understanding that the Library reserves the right to add them to the collection, donate them to the Friends of the Library, distribute them to other libraries, or discard them. Donated materials will not be returned to the donor. The Library does not accept responsibility for notifying donors of withdrawal or replacement of gift items.

Monetary Donations

Unrestricted monetary gifts will be used at the discretion of the Library Director or Trustees to purchase materials or equipment, support Library programs, or in other ways deemed appropriate.

Monetary gifts offered with specific restrictions, including endowment funds, require Board approval of such restrictions before the gifts are accepted. Restricted donations will be accepted on the condition that the specific use requested is consistent with the goals and objectives of the library.

If the donor wishes to make a substantial gift, please contact the Library Director.

Personal Property

All personal property, art objects, paintings, prints, maps, antiques and other collectibles, if accepted, are accepted only on the condition that they may be sold, kept, given away or discarded at the discretion of the Trustees and/or Library Director. An appropriate deed of gift or similar document transferring sole and exclusive ownership of the item(s) to the Library will be required. Any proceeds derived from the disposal of a gift may be used by the Library as



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determined by the Trustees and/or Library Director consistent with the goals and objectives of the library.

Income tax regulations leave the determination of the gift's monetary value to the donor. Donors wishing to have an appraisal of their gifts for income tax purposes should have that done prior to donation.

Acknowledgements

The Library attempts to acknowledge each gift with a letter or receipt. Gifts will be formally acknowledged if requested by the donor. A book plate will be placed in or on an item at the donor's request, with wording as specified by the donor.

Gifts to Library Staff:

Individual Library staff cannot accept valuable gifts or any form of currency for the services they provide as library staff. Patrons are encouraged to make contributions to the library as a whole, or provide a gift that all staff can enjoy equally. This policy is to ensure that staff will treat all members of the public equally, and that no preferential treatment is shown or expected.

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 also must consider the availability of shelf space and usage of the material when determining to keep or discard items. The Library, therefore, cannot guarantee that any gift will be part of the collection permanently.