

## **Dunbarton Public Library**

### **Gifts Policy:**

The Dunbarton Public Library is grateful for, and often accepts gifts of books. We have limited storage space, so it is wise to speak to the Director before bringing anything to the library. We do not accept textbooks, encyclopedias, damaged books, or titles that are dusty or moldy. We cannot accept VHS cassettes, audio books, DVDs, or Reader's Digest Condensed Books.

The Dunbarton Public Library does retain authority to accept or reject gifts with the understanding that the same standards of selection are applied to gifts and donations as to materials required by purchase.

Gifts and donations of materials in good condition will be accepted with the understanding that items that are not added to the collection will be disposed of at the library's discretion. These items may be used for a booksale, given to another library, or discarded. Donors should check with library staff for any specific restrictions.

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 Library Trustees and memorialized in writing.

### **Memorial Gifts:**

The Dunbarton Public Library welcomes monetary gifts given in recognition of individuals. The Library Director will choose and purchase materials which accommodate the donor's subject or title preferences whenever possible.

### **Gifts of Art, Furniture and Decorations:**

The library has very limited display and storage area. Potential donors are required to discuss any possible gifts with the Dunbarton Public Library Board of Trustees and Library Director. 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. Gifts requiring extensive care or conservation will not be accepted.

**Valuation:**

The library will provide a timely, written acknowledgement of the receipt of gifts to the donor. Income tax regulations leave the determination of the gift's monetary value to the donor.

**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.

*Adopted June 5, 2017, reviewed July 11, 2022*

*Dunbarton Public Library Board of Trustees*