

Roxbury Public Library

Donation Policy

The Roxbury Library appreciates monetary donations, bequests and gifts of library materials given by generous donors.

Unrestricted monetary gifts, including bequests, memorials or honorary contributions are particularly welcome. These funds will be used to purchase materials needed by the Library. Materials purchased with these gifts will be identified with donor plates, whenever possible. If requested, notification of memorial or honorary contributions will be sent. Suggestions for subject areas or materials are welcome in accordance with the guidelines of this policy.

The Library Director in accordance with this policy will determine acceptance of books, DVDs, audio books, music CDs, and other materials for the collection. Once donated, items become the property of the Library and may be given to other libraries and non-profit agencies, sold, traded or discarded. Donated items will not be returned to the donor. The Library will only accept any items that are outright gifts. If requested, notification of memorial or honorary contributions will be sent to family or the person being recognized. A letter for tax purposes in acknowledgement of the gift may be given to the donor upon request at the time the donation is made. In accordance with IRS regulations the library will not determine a value or dollar amount for books or other donations. (see Gift Receipt Form attached.)

The decision whether to accept donations of equipment, non-circulating collections, real estate, restricted cash, stock artifacts, works of art, personal property etc. rests with the Library Board of Trustees. It may be accepted only on a case-by-case basis upon approval of the Library Board of Trustees on the advice of the Chairman of the Library Board and the Library Director. The decision, while based on factors that include the needs of the Library, laws and regulations that govern the ownership of gifts and the library's ability to cover insurance and maintenance costs associated with the donation, is in the Board's sole discretion.

Any gift which will cause the library to incur annual or periodic maintenance costs must be separately endowed by the Donor to the satisfaction of the Library. The Library reserves the right to liquidate, relocate, remove or dispose of any accepted bequest or gift of any kind at any time in the future.

Due to limited display space, as a general rule the Library is unable to accept donations of art or personal collections for permanent display in the Library.

Approved and Adopted by Minor Memorial Library Board of Trustees

Cynthia Newby, Chair

7/13/2015
Dated

ROXBURY PUBLIC LIBRARY

GIFT RECEIPT

Received from: _____

Address: _____

Date: _____

Description of Items:

Hardcover Books: _____

Paperback Books: _____

Magazines: _____

Video Tapes: _____

DVDS: _____

Books on tape: _____

Other: _____

The Library welcomes gifts as per its Collection Development and Access Policy. Once donated items become the property of the Library and may be given to other libraries and non-profit agencies, sold, traded or discarded. Donated items will not be returned to the donor.

The Library acknowledges this gift for tax purposes, but cannot assess the monetary value of gifts. It is the responsibility of the donor to determine the monetary value of gift books and other materials.

No gifts or services were provided for in consideration of your donation.

Donation Accepted by: _____