

## **Tewksbury Public Library Policy**

### **DONATION / GIFT POLICY**

#### **PURPOSE:**

The Tewksbury Public Library welcomes gifts of books, other materials and monetary donations that enhance our collections, services or facilities as described below.

#### **POLICY:**

1. The library reserves the right to refuse any gift or donation that the Director or the Board of Library Trustees deem not in the best interest of the library to accept.
2. All gifts or donations to the library shall be final and no restrictions on the library's ownership, possession, use or disposition of the gift shall be in effect, other than those approved by the express vote of the Board of Library Trustees.
3. All donations shall include a description of the materials which shall be noted on the Deed of Gift Receipt form, with the exception of donation of everyday popular materials described in section 7.a. of this policy.
4. The library will provide written acknowledgment of the receipt of gifts to the donor and, upon request, to a recognized individual or organization.
5. No determination of the value of a gift or donation will be established or offered by the library. Potential donors should have their items appraised prior to donating them.
6. Donations may also be given directly to the Friends of the Tewksbury Public Library, a non-profit organization whose purpose is to fundraise in support of library needs that cannot be met within the bounds of the annual town budget.
7. Guidelines for acceptance:
  - a. Materials: Gifts of books or other materials in good condition are accepted with the understanding that all or part of the donation may be kept for the collection or discarded at the discretion of the library. Full guidelines for materials donations are in the Collection Development Policy.
  - b. Recognition Gifts: Monetary gifts intended for the purchase of materials in the collection in honor of an individual are welcome. The library staff will select items which accommodate the donor's subject preferences; specific items may be purchased if the specified materials meet our collection development guidelines, referenced above.
  - c. Monetary Gifts: Monetary or financial donations are welcome and will be deposited into a gift account with the Town of Tewksbury. These funds can be spent under the direction of the Library Director for a variety of services, collections, supplies or facility improvement.
    - i. Major financial gifts intended to fund a special project or building improvement may be deposited into a separate trust account for the library with the Town of Tewksbury. Please discuss large gifts with the Library Director or Board of Library Trustees before being donated to the library.
  - d. Art and Decorative Objects: Library display space and storage areas are limited and focus on its primary mission as a library, potential donors of art and decorative objects are requested to discuss gifts of this nature with the Library Director or Board of Library Trustees. Gifts that require extensive, regular special care or conservation, and that require specific furnishings for display, will not be accepted.

Policy voted and adopted on: November 14, 2023

Policy last reviewed and amended on: