

Baker Free Library Gift Acquisition/Deaccession Policy

Gifts of money, real estate, and/or stock can be accepted by the Library's Board of Trustees, subject to any applicable state or federal law. The Library's Board of Trustees must agree, by unanimous vote, to accept any gifts of money, real estate, and/or stock if there are restrictions placed on the gift by the donor. Personal property, antiques, art objects, portraits, and other objects can be accepted by the Library's Board of Trustees only as outright gifts with no restrictions.

Gifts of books and other materials to the Library's circulating collection are under the jurisdiction of the Library Director and/or her designee on the library staff. These gifts must be made without restriction and with the understanding that normal library operations dictate the weeding and disposal of such items on a regular basis using the Library's Collection Development policy as approved by the Board of the Trustees.

The Library Trustees and staff cannot assign a monetary value to any potential gift. It is the responsibility of the donor to obtain an appraisal of gifts for personal tax purposes.

Deaccessioning of gifts aside from books or other materials that were donated specifically to the Library's circulating collection shall be approved by the Library's Board of Trustees and the Library Director. If the item or items to be deaccessioned were given to the Library with specific donor instructions, the Library's Board of Trustees shall determine whether or not approval from the NH Attorney General and/or NH Court system is required prior to the disposition of the object/item.

When the public interest will be served, the Library Director may recommend the transfer of deaccessioned books or other items from the circulating collections to a nonprofit organization, governmental body, or other entity.

The Library's Board of Trustees shall vote on the disposition of materials to be deaccessioned and a record of said vote shall appear in the official public minutes of the Library's Board of Trustees.

Approved by the Baker Free Library Trustees on May 17, 2018.