

Whipple Free Library Donation and Gift Policy

Purpose Of Policy

The Whipple Free Library welcomes gifts of books, other materials, and monetary donations by the parameters outlined below. Gifts and donations help the library achieve our mission as well as enhance programming and our collection.

Policy

All donations are accepted at the discretion of the Library Director and Library Board of Trustees.

Monetary Donations

The library welcomes monetary gifts for the purchase of materials that meet the criteria of the library's collection development policy and that align with the library's mission. Additionally, major financial gifts must be discussed with the Library Board of Trustees and the Library Director before being transmitted to the library as they must be deposited into specific accounts.

Monetary Endowments

The Whipple Free Library may accept donations to create an endowment fund with specific parameters on a case-by-case basis. The terms of these agreements will be decided upon between the donor, the Library Director and the Library Board of Trustees.

Books and other donated media

The library accepts donations of books and other media to be added to the collection. The addition of donated books or other media is subject to discretion of the Library Director in terms of appropriateness, wear, and if the material aligns with our collection development policy.

Books given in honor of or in memory of an individual are subject to the donations policy. Arrangements can be made to include a bookplate commemorating said honor or memory.

Items in poor physical condition will not be accepted. The library does not accept VHS, cassette tapes, out of date encyclopedias or text books.

Other Property

Because of the limited space for displaying items and limited storage space, potential donors of art, furniture, statuary, or other decorative objects are requested to discuss this gift with the Library Board of Trustees and Library Director first. Gifts that require extensive upkeep or special care will not be accepted. The library reserves the right to choose where the item will be placed and how it will be promoted.

Disposition of Gifts

When giving your gift or donation it is important to understand that the Whipple Free Library reserves the right to use that gift in whatever way best serves the library. There shall be no restriction on the library in terms of how a gift must be displayed or used other than what is expressly voted upon by the Library Board of Trustees.

The library will not guarantee that any gift will remain a permanent part of the library's collection, building or grounds. The library does not accept responsibility for notifying donors of withdrawal or replacement of gift items. Unwanted items that are donated may be offered to other town departments, given to the Friends of the Library, donated to other community groups, or otherwise disposed of at discretion of the Library Board of Trustees and Library Director.

Tax Implications

All donations and gifts are tax deductible. The library is prohibited from providing an appraisal of monetary value to any donation. The library can provide written acknowledgement of the receipt of a gift to the donor, upon request, which can be used for tax purposes. It is the patron's responsibility to assign a value or have the item appraised.

Commemorative Plaques and Memorial Markers

On a very limited basis, the Library Director and the Library Board of Trustees may at their discretion accept donations of plaques or other memorial markers to display within the library or the library grounds. These may be used to commemorate the recognition of material donation, financial donation, or service to the library.