

Guilford Smith Memorial Library Gift and Donation Policy

The resources of the library have been developed over the years through purchase of materials, and acceptance of valuable and interesting gifts. Donations have played a significant role in developing the library's resources.

In order to build a quality collection, it is the policy of the Library to accept gifts without qualification, and with the understanding that, upon receipt, **all materials presented become the property of the Library.** The Library reserves the right to determine location, retention, cataloging treatment, and other considerations related to use, display, or disposition of **all materials.** Books, DVDs, and other materials donated for the collection shall be evaluated by the professional staff to determine suitability for the collection, taking into account the condition of the material, availability of appropriate space, probability of use, cost of upkeep and processing, etc. **Gifts of labor or materials shall be accepted only if there are no restrictions placed on them, and the Library is to be help harmless in the event of damages, injury, or loss of items donated.** Gifts of books or other materials may be accepted by the Trustees upon the recommendation of the Director.

Donated items, other than books or documents for the collection shall be reviewed by the Board of Trustees. The Board will decide upon their suitability to meet the library's mission and space. Appropriately sized endowments or cash contributions to the Library capable of generation income sufficient for maintenance, added insurance premiums, display, and restoration of special interest items may be requested by vote of the Board as a condition of acceptance of any items or collections.

Historical records relating to the community may be accepted and added to the Library historical collection, or given to the Windham Historical Society upon consultation with the donor and the Society.

The Library appreciates monetary gifts from donors on a case by case basis, and will make good faith effort to recognize those donors appropriately.

Acknowledgement

Each gift to the Library is acknowledged, unless the donor request otherwise. Acknowledgements typically include the date of receipt, number of items, and type of gift donated.

Donor Recognition

The Library will place a bookplate inscribed with the donor's name in each book donated *if requested.* Some donors may prefer not to be publicly recognized. Donor(s) should advice the Library of their preference.

Tax Information and Appraisals

A gift of books or other materials may qualify as a deduction for income tax purposes. Donors are responsible for providing an itemized listing of all items given to the Library, including a statement of the fair market value of each. IRS regulations prohibit the Library from providing appraisals of gifts. However, the Library may provide reference assistance to the donors in locating sources related to evaluation of materials.

Gifts, Bequests Honoring a Relative of Friend

Gifts may be made in memory or in honor of a friend or relative. Gift plates may be affixed at the discretion of the donor. Donor names and addresses, full name of the person to be honored or memorialized, general subject area of materials to be purchased, and then name and address of the family member(s) or friend(s) to be notified of the donation should be provided.

This policy has been unanimously adopted by vote of the Trustees at their regular meeting held July 11, 2001.