



## Salem Free Public Library

### Policy for Acceptance of Donation and Gifts

#### POLICY

In general the Salem Free Public Library welcomes gifts of materials, art work, cash, real estate and stock. Handling of donations is as follows:

- Circulation. The Head Librarian accepts circulation material donations (e.g., books, magazines, DVDs) and documents and photographs.
- Cash. Donors are encouraged to make cash donations to the Friends of the Salem Free Public Library.
- All other donations are forwarded by the Library Board to the Board of Selectmen for approval, including art work, real estate, equipment and stock.

If a gift is accepted by the Library, the gift shall be final with no restrictions on the Library's ownership, possession, use or disposition of the item. It is understood that special gifts and bequests should not take the place of public support or cost-effective use of current income, but should enable the Library to provide and enhance circulation materials and special projects in ways not financially possible within the current annual operating budget.

#### GUIDELINES

1. Donations are accepted with the understanding that the Library shall determine the disposition of gift items. Gift collections may not necessarily be kept intact. Circulation materials not added to the Library's collections are usually offered to the Friends of the Salem Free Public Library for their used book sales (the proceeds of which are used to fund library programs) or may be shared with other appropriate sources in the community.
2. Salem Free Public Library applies the same standards of selecting gift materials to be added to its circulation items as it does when selecting materials for purchase. Examples of materials that will not be added to the collection include those that: are outdated, are in poor physical condition, or are duplicates of items the Library already owns in sufficient quantity.
3. If requested by the donor, library staff will provide a simple written acknowledgment of the gift at the time of acceptance of the donation (see Receipt Form).
4. Donations of art objects shall be of local interest to the community, of a professional quality and in good condition. Because of the Library's limited display and storage areas and primary mission, potential donors of art & decorative objects must discuss any possible gifts with the Head Librarian. No gift posing a danger (e. g. metal sculpture with sharp parts) or item that requires extensive, regular special care or conservation will be accepted.
5. Estimates of fair market value for income tax purposes are the responsibility of the donor.

6. Libraries have losses in circulation materials through ordinary wear, theft and mutilation. Gifts with outdated and/or misleading information may be discarded with time. The Library therefore cannot guarantee that any gift will be part of the collection or furnishings permanently. Excess articles may be first offered to other Salem departments, then given to the Friends of Salem Library or discarded.
7. The Librarian maintains a written record of approved donations for the Library Board.

*Approved by Library Board 2/10/2015*