



GIFT POLICY

The Aquinnah Public Library welcomes gifts of library materials, money, or personal property that enrich and improve library resources.

Patrons are encouraged to give gifts to the library. Gifts are accepted on an unrestricted basis. Gifts of books and other library materials are accepted with the understanding that they may or may not be added to the collection. Gift materials are subject to the same selection standards and procedures as materials purchased by the library. Other gifts will be accepted at the discretion of the Trustees or Director. The library does not provide valuations of gifts for tax deduction or other purposes. If a memorial or honorary gift is included in the collection, a book plate with the name of the honoree may be placed in the book, at the discretion of the Director.

All gifts shall be recognized and acknowledged in a suitable manner by the Director, and where appropriate, by the Board of Library Trustees.

Books and Materials

Gifts of library materials (books, magazines, DVDs, etc.) donated to the library are examined by library staff to determine if they will be added to the collection. Materials will be accepted and withdrawn subject to the same criteria as purchased material. The cost of processing, availability of space, and the physical condition of the item are also factors in the selection process.

Books and other materials may be accepted with the understanding that the library reserves the right to add them to its collection, donate them to the Friends of the Library, distribute them to other libraries, or discard them. Materials must be in good physical condition and have not been exposed to mold, mildew or any other harmful materials. Donated materials will not be returned to the donor. Proceeds from the Friends of the Library Book Sales are used to support library programs and services.

Monetary Donations

Unrestricted monetary gifts will be used at the discretion of the Board in accordance with this gift policy. Monetary gifts given without restriction will be utilized to purchase materials or equipment, support library programs, or in other ways that the Board deems appropriate.

Monetary gifts offered with specific restrictions, including endowment funds, require Board approval of such restrictions before the gifts are accepted by the Board. Restricted donations will be accepted on the condition that the specific use requested is consistent with the goals and objectives of the library.

If a donor wishes to make a substantial gift, he/she should contact the Library Director.

Monetary gifts will be deposited by the Director into the Aquinnah Library Gift Account. All monetary gifts shall be approved and accepted by the Board of Library Trustees.

Personal Property

The library can accept gifts of items for permanent display or preservation when all of the following criteria are met:

- The item is specifically and clearly related to the library or local history, or otherwise serves the library's strategic directions and/or mission.
- There is adequate and appropriate space to display and/or house the item.
- The item can receive proper care and attention.

All personal property, art objects, paintings, prints, maps, antiques and other collectibles, if accepted, are accepted only on the condition that they may be kept, sold, given away or discarded at the discretion of the Board and/or the Library Director. Specific requests for the disposition of an item will be taken under advisement by the Board, and the gift will be returned if the request is not deemed to be suitable to the goals and objectives of the library. An appropriate deed of gift or similar document transferring sole and exclusive ownership of the item(s) to the library will be required. Any proceeds derived from the disposal of a gift may be used by the library in a way consistent with the original gift.

Adopted by the Aquinnah Library Board of Trustees 5/28/2015