



## **Norton Public Library**

### **GIFT POLICY**

Gifts to the Norton Public Library can be in the form of money, services or physical materials. The Library recognizes the potential value that donations can add to the Library's collections. The Norton Public Library is a 501c-3 non-profit and donations are tax-deductible. The Library does not affix a dollar amount for accepted non-monetary donations. The appraisal of a gift(s) to the Library for tax purposes is the responsibility of the donor since it is the donor who benefits from the tax deduction.

#### **Monetary Gifts**

Gifts of small sums of money are gratefully accepted and are deposited in the Norton Public Library Supplemental Account. All large monetary gifts shall be approved and accepted by the Board of Library Trustees. In order to establish a named memorial fund or endowment fund, the purposes of such funds shall be sufficiently broadly stated as to yield the greatest benefit to the Norton Public Library.

Monetary gifts are frequently made to the Library in memory of, or in honor of, an individual. While the subject matter of a memorial gift may be suggested by the donor, the Library staff selects and purchases the materials. A memorial book plate may be placed in each book and, if requested, notification of the contribution will be sent to the family and/or the person being recognized. Please contact the Library Director for detailed information on donations.

#### **Services**

Gifts of services shall be approved by the Director and/or the Board of Library Trustees.

#### **Materials**

Donated materials may be added to the collection or given to the Friends, at the sole discretion of the Norton Public Library. While any staff member may receive donations, the Library Director and/or the appropriate Library staff will make the final decision as to whether donated materials are accessioned into the collection. All or part of a donation may be added to the collection or included in the Friends Book Sale or Book Nook. Once an item has been donated it is the property of the Library and is subject to the same processing, usage and disposal criteria as all Library materials.

Any materials donated to the Library are accepted with the understanding that materials will be considered for use in the collection subject to the guidelines set out in the Collection Development policy. Materials must meet the same standards of purchased materials to be added to the collection. General considerations for all formats may include some or all of the following:

- Material is of a topic which falls within the scope of the collection
- Material is in good or excellent condition
- Material is timely and not out-of-date

- The Library does not already own duplicate material

Materials that are out-of-date, unneeded duplicates of items already owned, or those in a format not suitable for library use may be given to other organizations, sold at the Friends of the Library Book Sale or Book Nook, or otherwise disposed of as the library deems appropriate. (Items for the Friends' Book Sale must be in good condition, clean and free of mold, dust, rodent droppings, insects and spiders and must be brought to the Front Desk.) Donated items will not be returned to the donor and the library will not accept any item that is not an outright gift. The Library also reserves the right to decide when a gift that was previously added to the collection must be withdrawn.

Gift materials must be of such a nature that they can be integrated into the collection without requiring special facilities, control, or staffing. Gift materials requiring continuing obligations of the part of the library will only be accepted after a vote of the Board of Library Trustees.

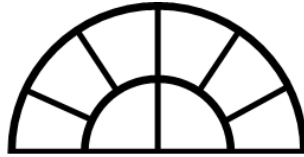
### **Works of Fine Art**

The library welcomes gifts of fine art. An individual who is interested in making a donation should contact the Library Director and make arrangements to bring in the work and/or detailed photographs, dimensions, and weight (if applicable) of the proposed donation. The Director will bring the item to a Trustees' meeting with her/his recommendation. Gifts shall be approved by the Board of Library Trustees. The gift shall be accompanied by a statement from the donor that he/she owns the work of art. The Library may exhibit the work on a permanent or periodic basis; the Trustees have the right, in the future, to withdraw the gift at their discretion. Any proceeds from the gift's disposition will be deposited in the Norton Public Library Supplemental Account or another Library trust fund. Prospective donors should understand that not all gifts of fine art can be accepted by the Library.

### **Other Objects**

The Board of Trustees shall approve gifts of other objects, following a recommendation of the Director. These gifts must be accompanied by a statement of ownership from the donor that also states that such gifts may be disposed of at the discretion of the Trustees, with the proceeds from the sale deposited in either the Norton Public Library Supplemental Account or another library trust fund. Prospective donors should understand that not all gifts of other objects can be accepted by the Library.

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



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**GIFT DONOR FORM**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Numbers: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

I hereby donate and convey to the Trustees of the Norton Public Library, subject to the Terms and Conditions attached hereto, all right, title, and interest that I possess in the physical property described below:

Description of the Property: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

and acknowledge the following from the Library's Gift Policy:

The Library may exhibit or use the gift on a permanent or periodic basis; the Trustees have the right, in the future, to appropriately dispose of the gift at their discretion. Any proceeds from the gift's disposition will be deposited in the Norton Public Library Supplemental Account or another Library trust fund.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_