

Donations Policy

Hazen Public Library

Gifts of Materials

The Library gladly accepts donations of books and audio/video materials, with the understanding that they are subject to the same criteria for inclusion in the collection as purchased materials. The Hazen Public Library reserves the right to accept or dispose of any gift through transfer to another library, transfer to the Friends of the Library organization for inclusion in their sales, for charitable donations or to discard them. The library will not provide a valuation of donated materials for tax purposes.

Items that will not be accepted for donation include:

- periodicals
- items that are moldy or foul-smelling
- items that are visibly water damaged
- items in poor physical condition
- textbooks
- encyclopedias older than five years
- loose-leaf papers or documents
- VHS or cassette tapes
- anything with a spiral binding
- hardcover books that are missing the jackets
- out dated sets (Time-Life, etc.)
- technology (older than 3-5 years)

Other items that may be accepted but placed in Used Book Sale area include: outdated non-fiction, outdated fiction (exception: Classics), biographies of people who are no longer well known and mass market paperbacks with cracked spines.

Gifts of Periodical Subscriptions

Subscriptions for which there is no indexing and which have limited appeal are marked "Complimentary" and no back files are kept.

Monetary Gifts

The Library accepts monetary donations without conditions on their use or for projects previously approved by the Board. Such money is deposited in the General Fund Account for future expenditure by the Board.

Donations will also be accepted for the purpose of purchasing library materials consistent with the Library's Selection Policy. Such money is deposited in the General Fund Account for expenditure by the Library Director.

Public acknowledgement of monetary gifts is at the discretion of the Library Board.

Memorials

The Library actively encourages donations as memorials and as tributes to living individuals on special occasions. Such acts provide the Library with an opportunity to add materials or equipment which it might not otherwise be able to afford. These donations also provide individuals with a rich opportunity to honor loved ones with a lasting statement of admiration and respect.

Except in rare circumstances, memorials and tributes are accepted in the form of monetary donations to a special fund administered by the Friends of the Library organization. The Library will make every effort to honor the donor's wishes regarding the selection to be purchased. However, the final decision rests with the Library in accordance with its needs and selection criteria.

Bookplates will be placed in items purchased with memorial and tribute gift funds. Each bookplate will record the honoree as well as the donor. The Library will send letters to notify all parties of the gift.

Artwork

The Library will avoid the installation of permanent displays or artistic decorations in favor of rotating displays and works of art that will serve to stimulate and renew interest. The following points will be considered by the Library before accepting a gift of this kind:

- Does it conform to the general architecture of the building?
- Will it fit comfortably into the space available?
- Is the object appropriate to Library objectives or would it be better elsewhere?
- Will it cost more to accept the gift than it is worth to the community? Costs that must be weighed may include: insurance, restoration, display, maintenance, storage, etc.
- Is it generally acceptable to the Board?

No such gift will be accepted, unless it is freely given and with the agreement that library may dispose of the gift as it sees fit (including selling it, discarding it, or giving it away) and store the gift or move it to various locations.

All gifts shall be acknowledged with a personal note from the Director to the donor.

Miscellaneous Gifts

The decision as to the acceptance of furnishings, appliances, and equipment shall be made by the Library Board on the advice of the Director. Criteria influencing the decision include need, space, impact on staff, and expense and frequency of maintenance.

The decision as to the acceptance of all other gifts not previously addressed in this policy shall be made by the Library Board on the advice of the Director.

Adopted: 5/25/2017

Effective: 5/25/2017