

The Wethersfield Library gratefully accepts gifts, donations, endowments, and bequests which are appropriate to its mission. The Wethersfield Library Board has adopted the following guidelines regarding mission-appropriate gifts.

I. Guiding Principles

Non-monetary gifts will be evaluated by the Library Director for their suitability for inclusion in the permanent collection or if they might serve the Library in some other manner.

Any restrictions on gifts, whether donations of monies, books, periodicals, audiovisual materials or art work, must be submitted in writing and approved by the Library Board.

Restricted monetary gifts may be accepted on the condition that the specific use requested is consistent with the goals and objectives of the Library.

The Library will not appraise or estimate the value of gift donations. The responsibility of such assessment lies with the owner.

The Library Director will be authorized to request the donor to sign a waiver form relinquishing ownership.

II. Acknowledgment

The Library Director will acknowledge gifts and donations below a value of \$1,000.00. The Library Board will appropriately acknowledge donations above this amount.

III. Types of Gifts

Monetary Gifts

- a. Monetary gifts such as stocks, bonds, and cash will be deposited in the Library's investment accounts.
- b. Such gifts will be accepted and utilized at the discretion of the Library Board. Expenditures are governed by Library Board Policies.

Books and Other Materials

- a. The Library accepts gifts of books and other materials. Items will be added to the collection in accordance with the Materials Selection Policy of the Library. Materials will be reviewed using the same criteria as materials that are purchased.
- b. Donated items not needed, but in good condition and still of value, may be offered to the Friends of the Library for its book sales or another organization, or disposed of.
- c. The Library will not return donated items.
- d. The Library will not accept any item unless it is an outright gift. Items accepted become the sole property of the Wethersfield Library and will be utilized at the discretion of the Library Director, including addition to the collection, withdrawal from the collection, sale or disposal.
- e. Items that are added to the collection will be classified and shelved according to standard procedures.

Other gifts

- a.** Personal property, art objects, including wall art, antiques, and collectibles, may be accepted at the discretion of the Library Director, with the approval of the Library Board, with the understanding that they may be sold, given away, or otherwise disposed of. Any proceeds derived from such disposal may be used by the Library.
- b.** Real property will not be accepted. The proceeds from the sale of real property may only be accepted with the consent of the majority of the Library Board.

Approved by the Library Board October 27, 2009

Revised February 22, 2011

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Revised September 25, 2012

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