

## **GIFT POLICY**

The Sharon Public Library is a community resource belonging to all the members of our community. The Library Director and/or Board of Trustees (hereinafter, the Library) is pleased to accept, on behalf of the library, gifts, grants, or bequests of personal, real, or monetary property for the improvement or expansion of the Library, its collection and the grounds on which it stands.

- All gifts received are evaluated within the scope of the library policies and are accepted or declined based on their relevance to these documents. Gifts are accepted with the understanding that the Library will determine the best use of the gift as a benefit to the Library.
- Monetary gifts may be made directly to the Sharon Public Library Foundation or the Friends' of the Sharon Public Library. Approved gifts and donations will be directed in accordance with the best wishes and intentions of the donor. However, since the needs of the Library are constantly changing, the Library encourages unrestricted gifts. The Library will make the final determination of all such gifts where restrictions are requested.
- Gifts and bequests of personal property, such as; furniture, computers, office equipment, antiques, works of art, etc. or real property (land and buildings) may also be accepted by the Library in accordance with appropriate Town regulations. In all cases, the Library must consider the material, construction, durability, maintenance, public access, safety or other risks that could be associated with an item prior to acceptance of the gift.
- Gifts for the library grounds, such as plants, shrubs, and garden furniture may also be accepted under the same guidelines as those in the paragraph above. In all cases the Library shall approve the items for their appropriateness.
- Memorial gifts may be accepted for the purchase of books and other library materials, and are recognized accordingly with a book plate affixed to the item purchased. Memorial gifts of personal property are accepted under the same guidelines as those of donations and bequests.
- Gifts of books and other library materials are judged on the same basis as purchased materials. These are considered with the explicit understanding that such factors as duplication, lack of community interest, processing costs, and inadequate shelf space may prevent their addition to the collection. Gifts that are not added to the collection

may be given to the Friends of the Sharon Public Library book sale or discarded. Moldy and dirty books will not be accepted.

- Anyone considering a donation to the library should discuss the gift with the Library Director. When a gift has been made and accepted by the Library, it will become the property of the Library which reserves the right to determine how it will be used.
- Gifts donated to the Sharon Public Library Foundation and the Friends of the Sharon Public Library are tax deductible to the extent provided by tax laws. These organizations are registered 501(c) (3) non-profit organizations organized under applicable Federal and State laws.
- Donors are responsible for the accurate appraisal of their gifts or items other than monetary, for the purpose of tax reporting. The Library is unable to provide donors with this service.

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

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

Describe items to be donated:

These items are unrestricted: \_\_\_\_\_

Signature

These items are restricted in the following ways:

Describe the restriction below:

I understand the library may not accept restricted items. \_\_\_\_\_

Signature