



Duxbury Free Library Policy: Gifts

Gifts of cash, securities, or other investments, including memorial gifts, should be directed to the Duxbury Free Library, Inc. Board or to the Friends of the Duxbury Free Library. The Duxbury Free Library Board of Trustees, Library Director, and/or staff shall not accept such monetary gifts on behalf of the Library.

The Library Director may accept gifts of books or other library materials, equipment, works of art, documents, photographs, or property of any kind that promotes the mission of the Library, but shall do so only in accordance with the Library's Collection Development policy.

The Library shall refuse any gift that the Board of Library Trustees or Library Director deem to be not in the best interests of the Library to accept. Gifts that require extensive special care or conservation, gifts posing a danger or threat to patrons (e.g., metal sculpture with sharp, moving parts), or gifts that are determined incompatible with the Library's mission and policies may not be accepted.

If a gift is accepted by the Library, the gift shall be final; no restriction on the Library's ownership, possession, use, or disposition of the gift shall be effective other than restrictions approved by the express vote of the Board of Library Trustees. When the Library Director agrees to purchase or accept donor-suggested books or items (e.g., technology or furniture), the Library is under no obligation to retain these items for any specific length of time or to place these items in a specific location in the Library. The Library cannot guarantee that any gift will be part of the collection or furnishings permanently.

The Library will provide a timely, written acknowledgement of the receipt of a gift to the donor. Income tax regulations leave the determination of the gift's monetary value to the donor; donors wishing to have an appraisal of their gifts for income tax purposes should have that done prior to donation.

This policy will be reviewed annually by the Board of Library Trustees and ratified or amended at that time.

Adopted: Library Board of Trustees, 10/14/1997

Last Revised: 1/23/2024