

Thomas Crane Public Library

Gifts and Donations Policy

Policy Statement

The Thomas Crane Public Library welcomes gifts of library materials, money, or tangible property of any kind, that promote the mission of the Library.

Generally, the Library does not accept gifts for permanent display or preservation that would not be purchased or otherwise added to the collection, or any gift that would incur excessive expense or administrative support. The Library reserves the right to decline any gift that the Board of Trustees, at its sole discretion, deems to be not in the best interests of the Library to accept.

Gifts and donations become the property of the Library and no restrictions 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 Trustees and memorialized in writing. The donor or his/her lawful agent must complete a Gift Agreement before a tangible gift can be accepted.

Regulations

Monetary Gifts

1. Unrestricted monetary gifts will be used at the discretion of the Board to purchase materials or equipment, support Library programs, or in other ways that the Board deems appropriate.
2. Monetary gifts offered with specific restrictions, including named memorial funds and endowment funds, require Board approval of such restrictions before the gifts are accepted. Restricted donations will be accepted on the condition that the specific use requested is broadly stated and consistent with the mission of the Library.
3. Monetary gifts for the purchase of physical materials for the collection in recognition of individuals or organizations will be accepted; in such cases, the Library will choose items to accommodate the donor's subject or format preference whenever possible.
4. The Library will identify materials purchased with memorial/"in honor" monetary donations by means of a special bookplate that names both the donor and the honoree, if desired.

Materials

5. Gifts of individual new or used books or other materials in good condition are accepted with the understanding that the items may or may not be added to the collection; donated materials will be subject to the same criteria as purchased material.
6. Materials not added to the collection may be distributed to other libraries or organizations, transferred to the Friends of the Library for sale, or otherwise disposed of; proceeds of Friends' book sales support the Library's programs and services.
7. Groups or collections of materials may be accepted with the understanding that the collection may not be kept intact; collections may be refused based on the cost of handling them.

Interior & Exterior Art, Decorative Objects and Landscaping Items

8. Art objects will be accepted with the understanding that such objects are unconditional and outright gifts to be displayed, retained, reproduced, sold or disposed of in the best interests of the Library.
9. Gifts of art objects shall be of a professional quality, well executed and in good condition; additional criteria will include: relation of the subject, artist or object to the Library, Quincy or its environs; size, condition and media of the work; reputation of the artist; provenance or other documentation of the work.
10. Gifts of landscaping items, exterior ornamentation, sculpture and signs will be accepted based on the appropriateness of the offered gifts to the relevant landscaping plan.
11. No gifts posing a danger or threat to library visitors, or requiring extensive or regular special care or conservation, will be accepted.
12. Gift signage and commemorative plaques must be approved by the Board of Trustees. Such signage may include donor and/or honoree names but shall not include information that may be construed as commercial advertising or promotion.

Valuation of Gifts

13. The Library will provide a timely, written acknowledgement of all gifts to the donor and, if desired, to a recognized individual or organization.
14. Donors are responsible for determining the value of all gifts; donors wishing to have an appraisal for income tax purposes should do so prior to donation.

Disposition of Gifts

15. Library property is used extensively by its visitors and sustains losses through ordinary wear, theft, and vandalism.
16. Materials with obsolete and/or misleading information may be discarded over time.
17. The Library cannot guarantee that any gift will be a permanent part of the collection, furnishings, buildings, or grounds.
18. Gifts may be offered to other City departments, other libraries, transferred to the Friends of the Library, or otherwise removed or disposed of.
19. The Library is not able to notify donors before disposition of gifts.

Adopted by Vote of the Library Board of Trustees, January 12, 2015; Amended September 21, 2015

Supersedes: Materials Donation Policy, adopted May 2002