

Goffstown Public Library Receiving and Deaccessioning Gifts Policy

Gifts of money, real estate and/or stock will be accepted if conditions are acceptable to the Library Board of Trustees (LBOT), and subject to any applicable law. Personal property, antiques, art objects, portraits and other objects will be accepted only as outright gifts with no restrictions. Any gift or items offered with restrictions will only be accepted by vote of the LBOT.

Guidelines

Monetary gifts: The Library welcomes gifts of cash or stock. If the gift is used to purchase library materials, library staff will try to accommodate the donor's subject or title preferences. Opportunities for establishing a permanent named fund are available and charitable Trusts can be tailored to meet individual needs.

Materials: Gifts of miscellaneous books or other materials in good condition are accepted with the understanding that items which are not added to collections will be disposed of at the discretion of the Library. These items may be given to the Friends of the Library for sale, given to other libraries, or discarded. Donors should check with Library staff for any specific restrictions.

Collections: Gift collections will be accepted only by the Library Director in consultation with the Board of Trustees, and with the understanding that the collection may not be kept intact.

Recognition gifts: The Library welcomes monetary gifts for purchase of materials for the collections given in recognition of individuals or organizations. The library staff will choose items which accommodate the donor's subject or title preferences, whenever possible (see collection development policy).

Real estate or other personal property: The Library will accept gifts of real property that either support or could be sold to support the mission of the Library. Such offers will be handled by the Library Board of Trustees, who in consultation with the Library Director and legal counsel will determine the suitability of the gift and the terms of acceptance compatible with the Library's mission and policies, the donor's intent, and applicable laws. A completed Deed of Gift Form is required, see appendix A.

Art & decorative objects: In general, gifts of art objects shall be of local interest to the community, of a professional quality, well executed and in good condition. As with all other gifts, art objects will be accepted only with the donor's full agreement that the Library has the right to handle or dispose of the gift in the best interests of the institution. Because of the Library's limited display and storage areas and focus on its primary mission as a Library and not a museum, potential donors of art & decorative

objects are requested to discuss any possible gifts with the Library Director and Library Board of Trustees. A completed Deed of Gift Form is required, see appendix A.

No gifts posing a danger or threat to patrons will be accepted (e. g. metal sculpture with sharp, moving parts). No gifts that require extensive, regular special care or conservation will be accepted.

Valuation: The Library will provide a timely, written acknowledgment of the receipt of gifts to the donor and, if desired, to a recognized individual or organization. Income tax regulations leave the determination of the gift's monetary value to the donor. Donors wishing to have an appraisal of their gifts done for income tax purposes should do so prior to donation.

Deaccessioning of gifts shall be approved by the LBOT and the Library Director. The responsibility and authority for the deaccessioning of print and non-print material from the library collection rests with the Library Director, with no vote of the LBOT needed. If the item or items to be deaccessioned were given to the library with specific donor instructions the LBOT shall determine whether or not approval from the Attorney General and/or the court is required prior to disposition of the book, document, or item.

The LBOT shall vote on the disposition of gifts to be deaccessioned and a record of said vote shall appear in the official minutes of the LBOT.

When the public interest will be served, the Library Director may make a recommendation to the LBOT for the transfer of deaccessioned books, records, and other items to a nonprofit organization, governmental body, or other entity.

Appendix A: Deed of Gift Form

Policy & Deed of Gift Approved by Library Board of Trustees, May 18, 2022