

Morrill Memorial Library Gift Policy

Policy Statement

1. The Morrill Memorial Library welcomes gifts of Library materials, money, or tangible property of any kind that promote the mission of the Library. The Library is glad to offer recommendations and review proposed gifts upon request.
2. Gifts and donations become the property of the Library. Any restrictions on the Library's ownership, possession, use, or disposition of gifts shall be effective only if a) the donor or their lawful agent completes a gift agreement with the specific restrictions, and b) the restrictions are approved in writing by the express vote of the Board of Library Trustees. Restrictions must be broadly stated.
3. Library property is used extensively by its visitors and may sustain losses through ordinary wear, as well as risk of theft and vandalism.
4. The Library reserves the right to decline any gift that a) is not consistent with the mission and best interests of the Library, or b) would incur excessive expense or administrative support, both as determined by the Board of Trustees, at its sole discretion. The Board of Library Trustees reserves the right to delegate such discretion to the Library Director and their staff.
5. The Library is not obligated to provide its reasons for declining a gift and is not able to notify donors before disposition of gifts.
6. Donors are responsible for determining the value of gifts. Donors wishing to have an appraisal conducted for income tax purposes should do so prior to donation. The library is happy to provide a generic receipt upon request.

Details specific to different types of gifts (materials, financial contributions and endowments, and other tangible property)

7. Materials

Definition:

Materials are items for the Library's circulating, reference or local history collections. Examples include books, documents, photographs, media, and other information materials. Examples of materials that generally will not be accepted include textbooks, magazines, condensed books, copies of software, and items in poor condition.

Regulations:

- a. Donated materials are subject to the same acceptance criteria as purchased materials. Donated materials may or may not be added to the Library's collection and may or may not be removed from the collection at

- a later time.
- b. Disposal of donated items that have been removed from or never accepted for the Library's collection may include distribution to other libraries or organizations, or transfer to the Friends of the Library for fund-raising efforts to support the Library's programs and services.
- c. Collections of materials may not be kept intact and the gift agreement shall reflect this fact. Collections may be declined based on the cost of managing them.
- d. Materials that are obsolete, no longer relevant or provide otherwise unsuitable information may be discarded.

8. Financial Contributions and Endowments

Definition:

Financial Contributions and Endowments include all one-time or recurring gifts of cash, cryptocurrency, securities, bequests, stock options, and endowments. Endowments are permanently secured funds in which the principal remains intact and an annualized portion may be distributed for Library programs, services, or collections.

Regulations:

- a. Appropriate uses for financial contributions are determined by the Board of Trustees, consistent with any restrictions contained in the relevant gift agreement. Examples include a) purchase of Library materials, furnishings or equipment; b) support of Library services or programs; and c) improvement of Library facilities.
- b. Donated securities, cryptocurrency, and stock options may be liquidated upon receipt.
- c. Monetary donations are welcome. The Library encourages gifts in honor or memory of individuals. The donor has the option of requesting the subject area in which the material should be purchased but the Library will make the final selection. All donations by check should be made to the Morrill Memorial Library Gift Fund. 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.

9. Other Tangible Property

Definition:

Tangible Property is a gift other than a financial contribution. Other tangible property refers to physical (non-monetary) items that would not be considered for

the Library's circulating or archival collections. Furnishings and Equipment and physical objects that are not a fixed part of the building and have a limited life span (typically less than 10 years). Examples include furniture, computers, microfilm readers, and other information technology. Objects are other tangible property typically used for interior and exterior decoration and signage. Examples include paintings and sculptures.

Regulations

- a. Donated tangible property, including furnishings, equipment, (art) objects, and landscaping items (including ornamentation, sculpture, and signs) must be a) in good condition and b) a good fit with the place they are intended to occupy.
- b. The Library cannot guarantee that any donation of tangible property will be a permanent part of the furnishings, buildings, or grounds. Donated property may be offered to other town departments or other libraries.
- c. To be acceptable, a gift must not pose a danger or threat to Library visitors and must not require extensive or regular special care or conservation.
- d. For furnishings, "good condition" includes condition and usefulness. "Good fit" includes appropriateness to building decor and the Library's mission.
- e. For equipment, "good condition" includes condition and functionality. "Good fit" includes interoperability, aesthetic compatibility with similar and related equipment in the same space, usefulness, and ability to further the Library's mission.
- f. For art objects "good condition" includes professional quality, good execution, and provenance or other documentation of the work. "Good fit" includes a) relation of the subject, artist, or object to the Library, the town of Norwood, or its environs; b) size and media of the work; and c) the reputation of the artist.
- g. For landscaping objects "good condition" includes professional quality and good execution. "Good fit" includes appropriateness to the relevant landscaping plan.

Supersedes: Gifts and Memorials Policy, adopted December, 1991 and updated in May, 1998 and September, 2004.

Related Policies

- Donor Recognition Policy (to be devised)
- Collection Development Policy