



# MYSTIC & NOANK LIBRARY DONATION POLICY

Accepting gifts and donations is an important way for the public library to benefit from the generosity of the community it serves. However, the library also reserves the right, at any time, to use the gift in any manner, including using the gift for programs, selling the gift or giving it to other local organizations such as schools, senior centers or other community organizations.

## **Gifts of Materials**

Gifts and donations of materials are reviewed using the same criteria as purchases.

The library will determine how to best incorporate such materials into the existing collections.

Materials not added to library collections may be used for programs or given to other local organizations such as schools, senior centers, or Friends of the Library groups. Gifts received by the library that are not added to the library's collection shall be forwarded to the appropriate Friends of the Library group for their disposition at a future sale.

The proceeds from this sale shall accrue directly to the benefit of the library, in a fashion consistent with accepted library policies and services as determined by the Board of Trustees. Any items unsold by the Friends of the Library may then be donated to another organization or discarded.

## **Gifts of Funds for Books or Materials**

Funds may be given for the purpose of acquiring materials recommended by library staff as prescribed in this policy, or for purchase of specific items suggested by the donor. When the library receives a cash gift for the purchase of materials, the library staff must make the selection with the general selection principles set forth in this policy and library collection policies.

## **Gifts of Items of Value**

Gifts of items to the library that are not books or media will be reviewed by the library's Gift Committee. After making the intention to the library to donate an item, or items, donors will be notified if their donation is suitable for the library. If the donation is accepted, the donor will be asked to fill out a gift form and sign acknowledgement of this policy. Upon acceptance of the gifted item(s) the library will issue the donor a copy of the signed policy and donation gift form. All gifts are final and no loans of objects are accepted. Once a gift is no longer needed or if not added to library collections, it may be used for programs, sold, or given to other local organizations such as schools, senior centers.

I acknowledge receipt of this policy.

Signature: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

**40 LIBRARY STREET, MYSTIC, CT 06355**  
**860.536.7721**



# *Donation Gift Form*

**DONOR NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**DATE OF DONATION:** \_\_\_\_\_

**DESCRIPTION OF DONATION:** \_\_\_\_\_

\_\_\_\_\_

**APPROXIMATE RETAIL VALUE:** \_\_\_\_\_

## OFFICE USE ONLY

**RECEIVED BY:** \_\_\_\_\_

**DATE:** \_\_\_\_\_