

Wilbraham Public Library

Gift and Donation Policy and Guidelines

In general, the Wilbraham Public Library welcomes gifts of books, materials, equipment, documents, photographs, property of any kind, and money. The Library reserves the right to refuse any gift that the Board of Library Trustees, in its sole discretion, deems not to be in the best interests of the Library to accept.

If the gift is accepted by the Library, the gift shall be final 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 Library Trustees and documented.

Money

The Wilbraham Public Library has three volunteer, non-profit organizations to help the library realize its mission through fundraising – the Wilbraham Friends of the Library, The Wilbraham Library Memorial-Endowment Fund, and LIFT, Inc. The Library also has a Gift Account that receives unrestricted funds. The Gift Account is held by the Town of Wilbraham and managed by library administration. Donations are used for a variety of purposes or to satisfy special requests of donors.

Materials

Gifts of miscellaneous books or materials in good condition are accepted with the understanding that items not added to the 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. Due to limited storage in the building, the donation of large quantities of materials are encouraged only during specified times in conjunction with the Friends of the Library Book Sale.

Art and decoration objects

The Wilbraham Public Library does not collect art or objects. Donors with historical, Wilbraham-related materials are encouraged to contact The Atheneum Society of Wilbraham. The Library may accept the donation of artwork to be used in conjunction with fundraising efforts on behalf of the Wilbraham Friends of the Library, The Wilbraham Library Memorial-Endowment Fund, or LIFT, Inc.

Valuation

The Wilbraham Public 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 at their own expense.

Future disposition of gifts

Libraries used extensively by their patrons sustain losses through theft, mutilation, and ordinary wear. Resources with obsolete and/or misleading information may be discarded over time. The Library therefore cannot guarantee that any gift will be part of the collection or furnishings permanently. Such articles may be first offered to other Town departments and then given to the Friends for disposition or discarded.

Approved by the Board of Trustees, September 17, 2013