



Donation/Gift Policy

Approved by the Nashua Library Board of Trustees February 4, 2020

The Nashua Public Library welcomes gifts of books, other materials and monetary donations that enhance our collections, services or facilities as described in the guidelines below. The library reserves the right to refuse any gift or donation that the Director and Board of Library Trustees deem not in the best interest of the library to accept. All gifts or donations to the Library shall be final and no restrictions on the Library's ownership, possession, use or disposition of the gift shall be in effect other than those approved by the express vote of the Board of Trustees.

GUIDELINES

Materials: Gifts of books or other materials in good condition are accepted with the understanding that items not added to collections will be disposed of at the discretion of the Library. These items may be given to the Friends, offered to other city departments, donated to another community agency/organization or discarded.

Recognition gifts: The Library welcomes monetary gifts intended for the purchase of materials for the collections in recognition of individuals or organizations. The library staff will choose items which accommodate the donor's subject preferences; specific titles may be purchased if the specified materials meet our collection development policies.

Other monetary gifts: Monetary or financial donations are welcome and will be deposited into a trust fund that is administered by the Board of Trustees to be spent by the library on a variety of services, collections, supplies or building improvements. Major financial gifts intended to fund a special project or building improvement may be deposited into a separate trust account, large gifts should be discussed with the library Board of Trustees before being (transmitted) to the library.

Art & decorative objects: Because of the Library's limited display and storage areas and focus on its primary mission as a Library, potential donors of art & decorative objects are requested to discuss gifts of this nature with the Director and Board of Trustees. Gifts that require extensive, regular special care or conservation will not be accepted.

Valuation: The Library will provide written acknowledgment of the receipt of gifts to the donor and, upon request, to a recognized individual or organization. No determination of the value of a gift or donation will be established or offered by the library, potential donors should have their items appraised prior to donating them.

Future disposition of gifts: The Library will not guarantee that any gift will remain a permanent part of the collection, furnishings, building or grounds. Excess or unwanted items may be offered to other city divisions, given to the Friends of the Library, donated to another community agency/organization or otherwise disposed of at the sole discretion of the Library Director and Board of Trustees.

**ADOPTED by the Board of Library Trustees
02/04/2020**

David K. Pinsonneault, Secretary