

# WOODBURY PUBLIC LIBRARY POLICIES/PROCEDURES MANUAL

## DONATIONS, BEQUESTS AND GIFTS POLICY

The Woodbury Public Library welcomes monetary donations and gifts of books and other materials. Donated materials will be evaluated using the same criteria as materials that are purchased. Once donated, items become the property of the Woodbury Public Library. Donated items will not be returned to the donor and the library will not accept any item that is not an outright gift.

The library will not set fair market or appraisal values for donated items. If items are being donated to obtain a tax benefit, it is the donor's responsibility to establish fair market value or obtain expert assistance in establishing any value.

Materials not needed, but in good condition and still of value, may be offered to another organization or given to the Book Cellar operated by Friends of the Library.

As a general rule the library no longer has space for gifts of personal property. If a donor wishes to give an item of value to be sold for the benefit of the library that can be discussed with the Director on a case-by-case basis. Due to very limited display space, as a general rule, the library is unable to accept donations of art for permanent display in the library.

While the library is happy to accept unsolicited, unrestricted contributions, bequests and memorial gifts, the Board of Trustees as required by the Woodbury Town Charter "shall review and recommend whether any gift, devise or bequest should be accepted and for what specific purpose it should be used; and shall have all the powers conferred on it and perform all the duties required of it by law." These gifts may be designated for use at the sole discretion of the Director and the Board of Trustees for the benefit of the library.

Gifts will also be accepted for restricted purposes on the advice of the Director and Board of Trustees with a signed release stating that, if the specific purpose has not been feasible within a reasonable time, the Director and the Board of Trustees may determine a similar and appropriate use of the funds, in the donor's memory, for the benefit of the library. (Ex: children's department, DVD collection, programs and classes, etc.)

WPL Board of Trustees  
Approved/Adopted: 12-2008  
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