



EAST LONGMEADOW PUBLIC LIBRARY

Gift and Donation Policy

In general, the East Longmeadow Public Library welcomes gifts of books, materials, equipment, 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 East Longmeadow Public Library has a volunteer, non-profit organization, the Friends of the East Longmeadow Public Library, that is able to receive monetary donations on behalf of the Library. The Friends of the East Longmeadow Public Library is a registered 501 (c) 3 charitable organization and all donations are tax deductible.

The Library also has a Gift Account that receives unrestricted funds. The Gift Account is held by the Town of East Longmeadow and managed by library administration. Donations to the Library's Gift Account are tax deductible. Donations to the Library are used for a variety of purposes or to satisfy special requests of donors. Monetary gifts maybe recognized with bookplates, if the donor requests, or with such other recognition as the Library Director may deem appropriate.

Materials

Gifts of miscellaneous books or materials in good condition and published within the last 5 years 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 is discouraged. No more than 1 box of materials may be offered to the library at one time.

Valuation

The East Longmeadow 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. Incomes 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 of the Library for disposition or discarded.

Approved by the Board of Library Trustees December 19, 2018