

Pelham Free Public Library
Gifts Policy

The Pelham Library welcomes gifts of new and used books, audio recordings, videos and similar materials. Items will be added to the collection in accordance with the selection policy of the library. Once donated, items become the property of the Pelham Library, and may be given to other libraries and non-profit agencies, sold, traded, or discarded if they are not added to the collection. The library will acknowledge receipt of donated items but is unable to set fair market or appraisal values. The library also reserves the right to decide when a gift added to the collection must be withdrawn.

Because staff and storage space are limited, a maximum of TWO boxes of books will be accepted at any one time.

Monetary gifts, bequests, and memorial or honorary contributions are always welcome. Funds donated will be used to purchase items in accordance with the selection policy of the library. Books, videos, and other materials purchased with monetary gifts or memorial contributions will be identified with special donor plates whenever possible. If requested, notification of memorial or honorary contributions will be sent to the family of the person being recognized. Suggestions for subject areas or other areas of interest are welcome and will be followed to the extent possible.

Acceptance of donations of equipment, real estate, stocks, artifacts, works of art, collections, etc. will be determined by the Library Board based on their suitability to the purpose and needs of the Library, laws and regulations that govern ownership of the gift and the Library's ability to cover insurance and maintenance costs associated with the donation. Once accepted, gifts of real estate, stock, artifacts, and works of art will only be de-accessioned by the Library Board and then only with expert appraisal. Funds from the de-accessioning will revert to the Library Board of Trustees to be used for the benefit of library patrons.

Revised and approved by Library Board of Trustees, October 2008