

Pelham Free Library Gifts and Loan Policy

The Pelham Free Public Library considers gifts of new and used books, audio recordings, DVDs and similar materials on a very limited, case-by-case basis. Please contact the Library before bringing items for donation. Once donated, items become the property of the Pelham Free Public Library. The Library will acknowledge the 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 The Library also reserves the right to decide when a gift added to the collection must be withdrawn. If not added to the collection, items may be given to other libraries and non-profit agencies, sold, traded, or discarded. Please note that due to minimal storage space and lack of regular book sales, we are not necessarily the best place to donate your unwanted items.

Monetary gifts, bequests, and memorial or honorary contributions are also welcome. Funds donated will be used to purchase items in accordance with the Collection and Development Policy of the library or for library services (programming for example) if the donor prefers. We will honor donors' requests that funds be used for books or services in particular subject areas and/or areas of interest when possible. Materials purchased with these gifts may be identified with special donor plates if requested. Notification of memorial or honorary contributions will be sent to the family of the person being recognized.

Acceptance of equipment, real estate, stocks, artifacts, works of art, collections, etc. will be determined by a vote of the Library Board of Trustees and 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, such gifts will only be de-accessioned by a vote of the Library Board of Trustees and then only with expert appraisal. Funds from the de-accessioning will revert to the Library Trust.

The Library is willing to consider acceptance of loans of equipment, artifacts, works of art, etc. based on their suitability to the purpose and needs of the Library. If accepted, such items will remain with the Library in accordance with the Loan Agreement signed by both parties.

Revised and accepted by the Library Board of Trustees 6/11/25

Signature of Trustee Chair