

## **Policy Name: Acceptance of Donation and Gifts**

**Approved by Library Board: October 10, 2023**

### **POLICY**

#### Acceptance of Gifts:

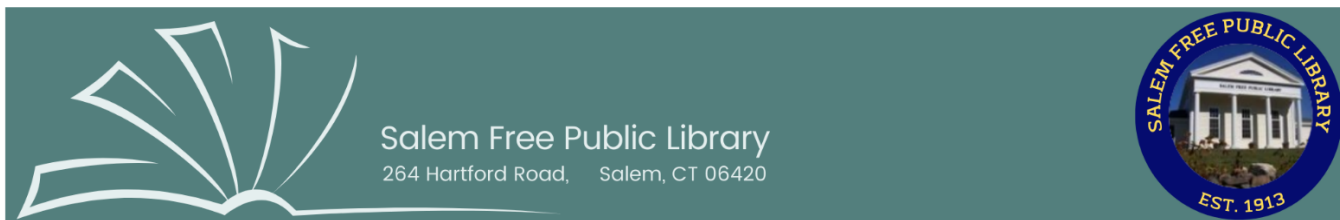
Financial donations to support the Salem Free Public Library should be made through Friends of the Salem Free Public Library, a 501(c)(3) not-for-profit corporation organized and operated exclusively for the benefit of the Salem Free Public Library.

The library accepts book and media donations in the form of new or gently used items (books, CDs, DVDs, and Blu-Rays) directly.

Once materials are donated to the library and they are accepted, the gift shall be final with no restrictions on the library's ownership, possession, use or disposition of the item.

The Salem Free Public Library may accept donations of materials with the understanding that items added to the collection must meet the same criteria as purchased materials. The library reserves the right to refuse gifts and to make all decisions about use, housing and disposition of materials, offering them to the Friend of the Salem Free Public Library for their used book sale (the proceeds of which are used to fund library programs) or may be shared with other appropriate sources in the community. The library does not appraise gifts nor provide evaluations of gifts for tax purposes.

*This policy is intended to be construed consistent with Town Charter, Town Ordinances and state and federal law. Town Charter, Ordinances and state and federal law shall govern to the extent conflict exists.*



## SALEM FREE PUBLIC LIBRARY DONATION RECEIPT

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

I HEREBY DONATE ITEMS SUBJECT TO THE SALEM FREE PUBLIC LIBRARY DONATION POLICY:

\_\_\_\_\_ Books

\_\_\_\_\_ DVDs

\_\_\_\_\_ audiobooks

\_\_\_\_\_ CDs

\_\_\_\_\_ Other (Please describe) \_\_\_\_\_

THE SALEM FREE PUBLIC LIBRARY GRATEFULLY ACKNOWLEDGES THE GIFT OF MATERIALS TO SUPPLEMENT THE COLLECTIONS AND ENHANCE SERVICE TO THE PUBLIC.

RECEIVED BY \_\_\_\_\_ DATE \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

*ESTIMATES OF FAIR MARKET VALUE ARE THE RESPONSIBILITY OF DONOR*