

Gift and Donation Policy

Whelden Memorial Library welcomes gifts of library materials, personal property, or money that improve and enrich the library resources, including donations intended to memorialize a loved one.

Gifts can include books and other library materials, cash, securities, and real property. The Board of Trustees have adopted the following policy to govern the receipt and disposition of donations.

Acceptance of Gifts

Those wishing to make a gift to the library should contact the Library Director or a member of the Board of Trustees.

Acceptance of gifts will be voted on by the Library Board of Trustees based on the recommendation of the Library Director. Exceptions may be made at the discretion of the Library Director, without Board consultation, for furniture or permanent fixtures to be housed within the building, items of lesser monetary value, and/or library materials.

Return of Items

Once accepted by the library, gifts become library property and are subject to inclusion or removal at the discretion of the Library Director and/or Board of Trustees and will not be returned. The library reserves the right to sell, giveaway, or otherwise dispose of any gift as they see fit.

Acknowledgement

Upon request, the library will provide written acknowledgement of the receipt of any gifts. In accordance with income tax regulations, the determination of value for non-monetary gifts will be left to the donor.

Guidelines for Acceptance

Library Material

Acceptance of gifts of library materials (books, periodicals, movies, objects, etc.) are subject to the criteria outlined in the Collection Development Policy and will be accepted at the discretion of the Library Director.

Personal Property

Gifts of items for display or preservation may be accepted based on the following criteria:

- The item is specifically and clearly related to the library or local history, or otherwise serves the Library's strategic directions and/or mission.
- There is adequate space to display and/or house the item.
- The item can receive proper care and attention.

Monetary Gifts

Monetary gifts are greatly appreciated. Gifts can be given for general purposes to be used by the Library Director and Trustees at their discretion, or for specific purposes as designated by the donor.

Directed donations will be handled by the Board of Trustees, who with the Library Director, will work out terms of acceptance that are compatible with library policies, the donor's intent, and applicable laws.

Gifts of cash for the direct purchase of library materials will be handled by the Library Director and may be accepted with the understanding that all material purchased with those funds must meet the collection development criteria and serve the library's mission.