Greenfield Public Library

Gifts, Memorials and Bequests

Gifts

The library is frequently offered books and other materials as gifts or donations. Although many excellent and important items may be added to the collection in this fashion, the director shall have the prerogative of refusing to accept materials which do not meet the criteria outlined in this policy or meet the purpose of the library or cannot be accommodated in the library. Items which are duplicates so deemed as unneeded may be sold or disposed of in another suitable manner.

The director shall determine the classification, housing, and circulation policies for all gift items, just as with purchased items.

No library personnel shall offer a monetary valuation statement to the donor for tax or other purposes. A receipt for said item will be given upon request with no monetary value listed. Once a gift is accepted by the library, it is clearly understood that it becomes the property of the library, to be used or disposed of in strict accordance with policies of the board of trustees. See the Donor Waiver in the appendix of this manual. The library will not accept deposit materials which are not outright gifts.

Bequest

Endowment gifts and bequests will become part of the library memorial and trust fund unless otherwise specified. The terms of the trust are set forth in the Resolution and Declaration of Trust as established by the Greenfield City Council.

Memorials

Memorials received for the purchase of library materials are greatly appreciated and help to broaden the collection. The director appreciated suggestions regarding appropriate topics or general areas of interest befitting the remembered. Final selection rests with the director in keeping the stated library policy. Memorials will be designated with an appropriate label. If requested, acknowledgement is sent to the family by the library. Donated items will be withdrawn according to the same guidelines as purchased material. The Library is not required to notify donors of withdrawal or replacement of gift/donated items.

Requests for the establishment of specially endowed collections will be considered by the board, in keeping with the philosophy of the library and the materials selection policy. It is further understood that such collections may be terminated at a future date if the board determines they have outlived their usefulness or become too costly to maintain. Terms of each established special collection will be stated as part of this policy.

Approved Feb. 5, 2019

Approved April 9, 2024