

Thomas Crane Public Library

Gifts & Donations Policy

Policy Statement

The Thomas Crane Public Library welcomes gifts and contributions of any kind that will help promote the Library's mission.

Generally, the Library does not accept gifts for permanent display or preservation that would not be purchased or otherwise added to the collection, or any gift that would incur excessive expense or administrative support. The Library reserves the right to decline any gift that the Board of Trustees, at its sole discretion, deems to be not in the best interests of the Library to accept.

Gifts and donations become the property of the Library and no restrictions on the Library's ownership, possession, use or disposition of the gift will be effective other than restrictions approved by the express vote of the Board of Trustees and memorialized in writing. The donor or his/her lawful agent must complete a Gift Agreement before tangible gifts such as materials, furnishings, equipment or objects can be accepted.

Definitions

Financial Contributions include all one-time or recurring gifts of cash, securities, bequests, stock options and endowments.

Endowments are permanently secured funds, in which the principal remains intact, to which an annualized portion may be distributed for Library programs, services, or collections.

Materials are items for the Library's circulating, reference or local history collections, including books, documents, photographs, media, and other information materials.

Furnishings and Equipment include furniture, computers, microfilm readers, and similar articles that are not a fixed part of a building and have a short life span.

Objects include interior and exterior decorative objects and signage, such as paintings, sculptures and signage.

Regulations

Financial Contributions

1. Unrestricted monetary gifts will be used at the discretion of the Board to purchase materials, furnishings or equipment, support Library services or public programs, improve Library facilities, or in other ways that the Board deems appropriate.
2. Contributions of securities or stock options may be liquidated upon receipt.
3. Monetary gifts offered with specific restrictions require Board approval of such restrictions before the gifts are accepted. Restricted donations will be accepted on the condition that the specific use requested is broadly stated and consistent with the mission of the Library.
4. Monetary gifts for the purchase of physical materials for the collection in recognition of individuals or organizations will be accepted; in such cases, the Library will choose items to accommodate the donor's subject or format preference whenever possible.

Materials

5. Gifts of individual new or used books or other materials in good condition are accepted with the understanding that the items may or may not be added to the collection; donated materials will be subject to the same criteria as purchased material.
6. Materials not added to the collection may be distributed to other libraries or organizations, transferred to the Friends of the Thomas Crane Public Library for sale, or otherwise disposed of; proceeds of Friends' book sales support the Library's programs and services.
7. Collections of materials may be accepted with the understanding that the collection may not be kept intact; collections may be refused based on the cost of handling them.

Furnishings, Equipment & Objects

8. Art objects will be accepted with the understanding that such objects are unconditional and outright gifts to be displayed, retained, reproduced, sold or disposed of in the best interests of the Library.
9. Gifts of art objects will be of a professional quality, well executed and in good condition; additional criteria will include: relation of the subject, artist or object to the Library, Quincy or its environs; size, condition and media of the work; reputation of the artist; provenance or other documentation of the work.
10. Gifts of landscaping items, exterior ornamentation, sculpture and signs will be accepted based on the appropriateness of the offered gifts to the relevant landscaping plan.
11. Gifts of furnishings will be accepted based on the appropriateness of the offered gifts to building décor, as well as condition and quality.
12. Gifts of equipment will be accepted based on condition and functionality.
13. No gifts posing a danger or threat to library visitors, or requiring extensive or regular special care or conservation, will be accepted.

Valuation & Disposition of Gifts

14. Donors are responsible for determining the value of all gifts; donors wishing to have an appraisal conducted for income tax purposes should do so prior to donation.
15. Library property is used extensively by its visitors and sustains losses through ordinary wear, theft, and vandalism.
16. Materials with obsolete and/or misleading information may be discarded over time.
17. The Library cannot guarantee that any gift will be a permanent part of the collection, furnishings, buildings, or grounds.
18. Gifts may be offered to other City departments, other libraries, transferred to the Friends of the Thomas Crane Public Library, or otherwise removed or disposed of.
19. The Library is not able to notify donors before disposition of gifts.

Adopted by Vote of the Library Board of Trustees, January 12, 2015; Amended December 11, 2017

Supersedes: Materials Donation Policy, adopted May 2002

Related Policies

Donor Recognition Policy