

QUINCY PUBLIC LIBRARY DONATION/MEMORIAL POLICY

The Library appreciates the interest and support of its donors and gratefully acknowledges all gifts. The Library accepts donations of books, personal papers, primary source information, photographs and other items, as well as gifts of money designated for the purchase of library materials, in accordance with the following criteria:

- By the act of donation, the donor permanently relinquishes all rights to ownership and dispensation, and the full title to the property passes to the Quincy Public Library. All gifts are final.
- All materials received as gifts will be evaluated by the standards and guidelines set forth in the Quincy Public Library's Collection Development Policy, and added to the library collection only if those standards are met.
- Gift materials must be integrated into the collection without requiring special facilities, control, or staffing.
- Gift materials may be digitized and displayed online to allow for broader access to researchers and historians.
- The disposition of gift materials will be left to the discretion of the Library staff. The library reserves the right to dispose of unneeded materials as it sees fit, including but not limited to, selling duplicate materials or materials inappropriate to the collection or donating the materials to another local public entity. Any proceeds from the sale of these materials will be placed into the library's general budget.
- Gifts must be delivered or mailed to the library.

The Library is not able to accept every offer of donated materials. The following materials will ordinarily **not** be considered for acceptance:

- Textbooks and course packs.
- Back issues of periodicals are considered by individual title and accepted only if filling a specific need.
- Materials formats not supported by the library, such as vinyl and cassette recordings.
- Items in poor physical condition.
- Any material which has been copied from an original.
- Material to which the donor has attached restrictions which will limit access for the library users or which seeks to determine the shelving location of the materials.

Donation of Art Objects and Other Types of Materials

Although such gifts are usually welcomed and valued, final decision on their acceptance rests with the Executive Director and the Library Board of Trustees.

Donations—Others, e.g. Monetary

The Library welcomes cash contributions, gifts of real property, stocks, and bonds. It is our custom to expend cash gifts on materials, equipment, or a project that is acceptable to the donor. Although it is unlikely, there may be an occasion in which the restrictions set by the donor or other circumstances make it impossible for the library to accept the contribution. All donations are subject to the approval of the Executive Director as authorized by the Library Board of Trustees.

Income Tax Statements

The library cannot appraise the value of a donation of materials or art. It will, however, issue the donor a letter acknowledging the donation. It is the donor's decision whether he or she will determine the value of the donation or utilize an independent appraiser.

Adopted September 8, 1992
Revised October 14, 2003
Revised December 8, 2015
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Quincy Public Library
Board of Trustees