

Memorials and Gifts

1. The library welcomes gifts of books, audio recordings, videos, and similar materials that add to the existing collection and meet the criteria of the book selection policy of the library. Gift materials will be accepted with the understanding that this library reserves the right to utilize them in accordance with this selection policy. The Library Director, in conjunction with the Board of Trustees, will determine the acceptability of the donation.
2. Once donated, items become the property of the Woodward Memorial Library, and may be given to other libraries and non-profit agencies, sold, traded, or discarded if they are not added to the collection. Gift materials will not be accepted for which the donor places restrictions or special conditions. Donated items will not be returned to the donor and the library will not accept any item that is not an outright gift.
3. The library will acknowledge receipt of donated items, but is unable to set fair market or appraisal values. It is recommended that the donor make a list of items donated. If items are being donated to obtain a tax benefit, it is the donor's responsibility to establish fair market value or obtain expert assistance in establishing any value. The library also reserves the right to decide when a gift added to the collection must be withdrawn.
3. Gift items will be formally acknowledged. The responsibility of assessing the value of the items remains with the donor in accordance with state and federal tax laws.
4. Monetary gifts, bequests, and memorial and honorary contributions are particularly welcome. Funds donated will be used to purchase items in accordance with the selection policy of the library. Books, videos, and other materials purchased with bequests and memorial or honorary contributions will be identified with special donor plates whenever possible. If requested, notification of memorial or honorary contributions will be sent to the family of the person being recognized. Suggestions for subject areas or other areas of interest are welcome and will be followed to the extent possible.
5. Gifts of money and/or stock will be accepted if conditions attached thereto are acceptable to the Board of Trustees and are in accordance with all pertinent laws.
6. Personal property, art objects, portraits, antiques, and other museum objects will be accepted only at the discretion of the Trustees and the Library Director. The decision to accept will be based on the suitability of the gift to the purposes and needs of the library, laws and regulations that govern the ownership of the gift, and the library's ability to cover insurance and maintenance costs associated with the donation.

Reviewed 7/16; 10/22