

**232 Middle Road  
Acushnet, MA 02743  
acupl.org**

## **GIFT/DONATION POLICY**

Thank you for your generosity. There are several ways in which to support the Library in its mission to provide free access to ideas, information, cultural experiences and educational opportunities to the Acushnet community.

### **Guidelines for Gifts and Donations Made to the Library**

The Acushnet Public Library welcomes gifts of money, books or other materials that promote the mission of the Library. The Library reserves the right to refuse any gift that the Board of Library Trustees, in its sole discretion, deems to be not in the best interest of the Library.

If a gift is accepted by the Library, the gift shall be final; no restriction on the Library's ownership, possession, use, or disposition of the gift shall be effective other than restrictions approved by the express vote of the Board of Library Trustees.

When making a gift or donation, please use the Donation Form available at the Library or on the Library's website. For questions, please contact the Library Director.

## **TYPES OF DONATIONS**

### **Monetary Gifts**

Monetary donations are particularly welcome. Funds donated will be used to purchase items in accordance with the selection policy of the Library. Such gifts will be handled by the Director, who in consultation with the Board of Trustees will determine the suitability of the gift and the terms of acceptance compatible with the Library's mission and policies, the donor's intent, and applicable laws. Naming opportunities are at the sole discretion of the Board of Trustees.

Tax deductible donations may also be made to the Friends of the Acushnet Public Library, a non-profit 501(c)(3) organization dedicated to advancing the projects, programs, and services of the Acushnet Public Library. Please see the "Supporting the Library by Donating to or Joining the Friends Group" section of this policy for more information.

Make a contribution in honor or memory of a loved one using the Donation Form available at the Library or on the Library's website. For questions, please contact the Library Director.

### **Material Gifts**

Gifts of books or other materials in good condition are accepted based on the Library Director's approval and with the understanding that items become the sole property of the Library. If not added to the collections these items may be given to the Friends of the Library for sale, given to other libraries, or otherwise donated.

Please respect the library's permanent collection and the health of our staff and volunteers and do not bring any moldy or dirty books into the library! If you would not display a book on your coffee table, chances are we can't use it and will have to pay to dispose of it. Thank you for your consideration.

Please do not leave donated materials outside the library during off hours.

### **Used Books or Other Materials**

The Friends of the APL hold book sales 1-2 times each year, and collect donations for the sale only during the weeks leading up to the sale. Proceeds from these sales are used by the Friends to support Library programming and to purchase other library materials. Donated items may be sold at the book sale, given to other libraries, or otherwise donated. For questions about the book sale and for a list of accepted items, please email [acushnetfriends@gmail.com](mailto:acushnetfriends@gmail.com).

### **Art and Decorative Objects**

Because of the Library's limited display and storage areas and focus on its primary mission as a library and not a museum, potential donors of art and decorative objects are requested to discuss any possible gifts with the Director and Library Board of Trustees.

### **Appraisals for Tax Purpose**

The Library will provide a timely, written acknowledgement of the receipt of gifts to the donor and, if desired, to a recognized individual or organization. Income tax regulations leave the determination of the gift's monetary value to the donor. Donors wishing to have an appraisal of their gifts for income tax purposes should have that done prior to donation.

### **Future Disposition of Material or Decorative Gifts**

Libraries used extensively by their patrons sustain losses through theft, mutilation, and ordinary wear. Resources with obsolete and/or misleading information may be discarded with time. The Library, therefore, cannot guarantee that any gift will be part of the collection or furnishings permanently. Excess articles may be first offered to other Town departments and then discarded.

## **Supporting the Library by Donating to or Joining the Friends Group**

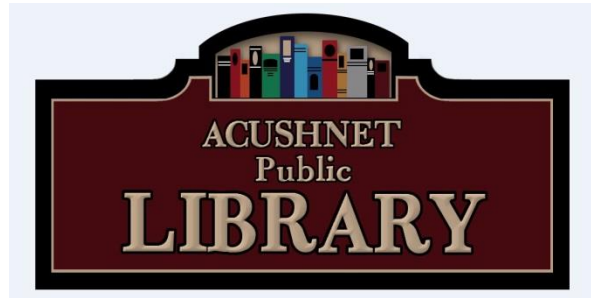
Joining the Friends of the Acushnet Public Library is a way to show support for your Library. The Friends is a non-profit 501(c)(3) organization dedicated to advancing the projects, programs, and services of the Acushnet Public Library.

Funds donated to and raised by the Friends are used to support programs and services not included in the library budget. The Friends have supported the Library in their DVD collection, Summer Reading Programs, and other child and adult programming.

The Friends hold monthly meetings, host an annual book sale, and sponsor many Library events and programs throughout the year, and welcome active participation by all Members. Information on becoming a Member of the Friends can be found on the Library's website or by sending an email to [acushnetfriends@gmail.com](mailto:acushnetfriends@gmail.com).

Monetary donations may be made out to the Friends of the Acushnet Public Library, and dropped off at the Library or mailed to 232 Middle Road, Acushnet, MA 02743. All contributions to the Friends of the Acushnet Public Library are tax-deductible.

Adopted by the Library Board of Trustees,



232 Middle Road  
Acushnet, MA 02743  
acupl.org

### DONATION FORM

I hereby present as an unrestricted gift to the Acushnet Public Library the materials described below.

DATE: \_\_\_\_\_ NAME OF DONOR: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

EMAIL: \_\_\_\_\_

SIGNATURE OF DONOR: \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

Description of gift:

---

---

---

Please print and complete.

Return to the Acushnet Public Library at 232 Middle Road, Acushnet MA 02743.

508-998-0270