

Great Barrington Libraries Gift Policy

Great Barrington Libraries welcome gifts of money; materials; real, intellectual or personal property; works of art for public display; and gifts in kind.

Gifts made unconditionally and without restriction are preferred. Gifts with conditions requested by the donor shall be approved on a case-by-case by the Library Director and the Board of Trustees.

Financial gifts to the Libraries are treated as revenue over and above the operating budget, and shall be used solely for the enhancement of basic library services, programs, materials, or facilities.

Financial gifts will be received by the Friends of the Great Barrington Libraries, a 501(c)3, nonprofit organization whose purpose is to support the Libraries' objectives, programs, and services through fundraising and advocacy. The Friends will follow non-profit laws and regulations regarding acknowledgement of all gifts. If expenses are incurred in receiving a financial gift, those expenses will be taken from the gift.

The Libraries retain the right to refuse any gifts, and to make all decisions regarding the use, display, access, storage, retention, sale, donation or disposition thereof.

The value of a gift cannot be determined by the Libraries. The donor is responsible for obtaining an estimate or appraisal of the donated material(s).

Ownership of gifts resides with the Libraries unless otherwise specified in a conditional agreement. Copyright ownership of any gift donated shall be transferred to the Libraries so that the Libraries may make unrestricted use of the material(s).

Gift acceptance will be based on consideration of criteria, including:

- Conditions placed on gift acceptance;
- Long-term maintenance obligation;
- Correlation with Collection Development Policy (for materials);
- Available space.

Gift material not added to the collection cannot be returned to the donor, but will be given consideration as book-sale items.