

## **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.

## Deed of Gift

Donor's Name:

Donor's Address:

*This Deed of Gift is a standard archival practice for verifying that donations are outright and unconditional gifts.*

I hereby give, grant and convey the property described on the attached inventory list to the Great Barrington Libraries as an unconditional gift. I hereby relinquish and transfer to the Great Barrington Libraries all of my right, title, and interest in and to the below property, including any literary rights and all transferred copyright, trademark, and related interest to the property. I agree that the future use, display, access, storage, retention, sale, donation or disposition of this property shall be at the sole, unrestricted discretion of the Great Barrington Libraries.

\_\_\_\_\_  
Donor (printed name)

\_\_\_\_\_                      \_\_\_\_\_  
Donor (signature)                      Date

Accepted for the Great Barrington Libraries by:

\_\_\_\_\_                      \_\_\_\_\_  
Date