

Putnam Public Library Gifts and Donations Policy

I. General

The Putnam Public Library is grateful for gifts, and its collection has been enriched by donations of materials as well as contributions. Through donors, the Library has been able to acquire materials that could not have been purchased otherwise.

II. Donation of Books and Audiovisual Materials

The Library reserves the privilege of deciding whether items donated should be added to the collection. Out of the materials which citizens so generously give, a considerable proportion can be used. Some cannot be used, because though of value in itself, it may be: (1) a duplicate of an item of which the Library already has a sufficient number; (2) outdated--interesting but not of sufficient present reference or circulating value to the Library; and/or (3) in poor condition--which would not justify the expense of processing it. The material will be judged by the same standards of selection as those applied to the purchase of new materials. The Putnam Public Library accepts gift books with the understanding that books deemed useful to the Library collection will be retained and other books not deemed useful will be disposed of according to the Library's policy on disposal of surplus materials. The Library necessarily reserves the right to interfile gifts with other collections on the same subject, so that all collections are organized and classified according to standards for the best public service. The library does not provide evaluations of gifts for tax deductions or other purposes but will provide the donor with a statement of the number of volumes and type of material accepted. IRS regulations (26 CFR sect. 1.170A13) place responsibility for estimating the value of donations upon the donor rather than on the recipient of the gift.

III. 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 Library Director and the Board of Library Directors. All gifts are accepted with the understanding that it may someday be necessary that they be sold or disposed of in the best interest of the Library. Historical records or items relating to the community may be accepted and added to the library historical collection or given to the Historical Society or other institutions upon consultation with the donor and the Society.

IV. Monetary Donations, Memorial Funds and Bequests

The Library welcomes cash contributions, gifts of real property, stocks, and bonds. Funds donated will be used to purchase items in accordance with the selection policy of the library. It is the Library's custom to expend cash gifts on materials, equipment, or projects that are acceptable to the donor but gifts with restrictions require the approval of the Board of Directors. All donations are subject to the approval of the Library Director with the backing of the Board of Library Directors. The library may place the name of the donor within memorial books, if donor desires.

Adopted by the Putnam Public Library Board of Directors, June 22, 2009