



## **Gift and Donation Policy**

The Dickinson Memorial Library appreciates the generosity of persons wishing to donate money or items to the Library.

### **Monetary gifts and bequests:**

Unconditional monetary gifts are always welcome, and help support services, programs, and enhancements above and beyond the Library's operating budget. Monetary donations for a specific purpose will be considered and honored pending acceptance by the Library Director and Trustees.

Monetary donations can be made to the Friends of the Dickinson Memorial Library or to the Dickinson Memorial Library gift fund.

### **Non-monetary gifts:**

The Library will accept unconditional gifts of equipment, furnishing, and other items when appropriate. Please have a conversation with the Library Director regarding donations of physical objects before deciding to donate the object. The Library has limited space, resources, and staff time to care for these items and reserves the right to refuse any given item for any reason.

Once a gift is accepted by the Library it becomes Library property and is subject to inclusion or removal from the Library at the discretion of the Library Director and Trustees. The Library reserves the right to use gifts as the Director and Trustees deem appropriate and also reserves the right to sell or dispose of any gift without contacting the donor. Our building and grounds are public spaces and used by the community. Therefore, the Library cannot be held responsible for the wear and use of donated items.

When a receipt is requested at the time of the donation, the Library Director or Trustees will issue a written statement providing the date and description of the gift upon request. No monetary value will be specified by the Library on any gift received. The Library cannot provide appraisals of any item.