

GIFTS POLICY

All gifts must be reported to and accepted by the Board of Selectmen and the Board of Library Trustees.

Money

Gifts of small sums of money will be deposited by the Director in the Needham Public Library Permanent Donation Fund. In order to establish a named memorial fund or endowment fund, the Trustees expect that the purposes of such funds shall be sufficiently broadly stated, as to yield the greatest benefit to the Needham Free Public Library. The minimum amount necessary to establish a named trust fund account is \$5,000-.

Services

Gifts of services shall be approved by the Director and/or the Board of Library Trustees.

Works of Fine Art

The library welcomes gifts of fine art. An individual who is interested in making a donation should contact the Library Director and make arrangements to bring in the work and/or detailed photographs, dimensions, and weight (if applicable) of the proposed donation. The Director will bring the item to a Trustees' meeting with her/his recommendation. Gifts shall be approved by the Board of Library Trustees, prior to acceptance by the Town of Needham. The gift shall be accompanied by a statement from the donor that he/she owns the work of art. The Library may exhibit the work on a permanent or periodic basis; the Trustees have the right, in the future, to dispose of the gift at their discretion. Any proceeds from the gift's disposition will be deposited in the Needham Free Public Library Permanent Donation Fund or another Library trust fund. Prospective donors should understand that not all gifts of fine art can be accepted by the Library.

Other Objects

The Board of Trustees shall approve gifts of other objects, following a recommendation of the Director. These gifts must be accompanied by a statement of ownership from the donor that also states that such gifts may be disposed of at the discretion of the Trustees, with the proceeds from the sale deposited in either the Needham Free Public Library Permanent Donation Fund or another library trust fund. Prospective donors should understand that not all gifts of other objects can be accepted by the Library.

Acknowledgement

All gifts shall be recognized in a suitable manner by the Director, and where appropriate, by the Board of Library Trustees.

Approved January 1993,
Amended February 15, 2006,
March 21, 2006, June 14, 2018

GIFT DONOR FORM

I, (Name, Address, Telephone, e-mail) donate the following to the Needham Free Public
Library:

I own the above named donation and acknowledge the following from the Library's Gift
Policy:

The Library may exhibit or use the gift on a permanent or periodic bases; the Trustees
have the right, in the future, to dispose of the gift at their discretion. Any proceeds from the
gift's disposition will be deposited in the Needham Public Library Permanent Donation Fund or
another Library trust fund.

Date_____ Signature_____