

## **Donation Policy**

### **Introduction**

The Needham Free Public Library is grateful for the financial support of patrons, businesses, and organizations that recognize an investment in the Library helps enhance its work to meet the educational, informational, and recreational needs of the residents of Needham. To that end, this policy covers monetary donations to the Library as well as material donations and donations of services. As a popular lending library with limited space, non-monetary and restricted monetary donations must be in alignment with the curation practices outlined in the Library's Collection Development Policy. Any monetary or material donation or a donation of a service that would require the expenditure of public funds (either at the time of the donation or in the future) must be accepted by the Board of Library Trustees and the Select Board of the Town of Needham.

### **Donations**

#### **1. Monetary Donations**

##### **a. Individual Monetary Donations**

Donations of money shall be deposited into the Library's Permanent Donation Fund for use at the discretion of the Library Director to support the Library. Individual monetary donations of less than \$500 will be treated as unrestricted donations. Based on the recommendation of the Library Director, the Board of Library Trustees may approve restrictions on donations of \$500 or more.

##### **b. Trust Funds**

In order to establish a named trust fund, the Board of Library Trustees expects that the stated purpose of the fund shall be broad in nature so as to be of the greatest benefit to the Library. The minimum amount to be donated to establish a named trust fund is \$10,000.

#### **2. Material Donations**

##### **a. Donations to the Collection**

All material donations to the Library's circulating or non-circulating collections are accepted at the sole discretion of the Library.

##### **b. Works of Fine Arts**

Donations of fine art—original works of physical or digital visual art that are defined by their artistic excellence in creation and/or have a

significant connection to Needham's local history—may be accepted by the Library and the Board of Library Trustees. The Library may exhibit the work of fine art. Donations of other objects may be accepted by the Library and the Board of Library Trustees.

### 3. Donation of Services

Donations of services shall be approved by the Library Director and the Board of Library Trustees subject to applicable Town of Needham policies.

### **Acknowledgment and Valuation**

As requested or as applicable, the Needham Free Public Library will provide written acknowledgement of the receipt of a donation to the donor. The library will not provide a formal appraisal of any kind. Donors wishing to have an appraisal of their donation for income tax purposes should do so prior to donation. The value of donations claimed for tax purposes are the sole responsibility of the donor.

### **Right of Refusal and Disposition**

The Library Director and the Board of Library Trustees, in their sole discretion, reserve the right to refuse any donation including bequests. Donations accepted will be final and without restriction, other than restrictions specifically approved by the Board of Library Trustees. All donations, once accepted, become the sole property of the Needham Free Public Library. The Library cannot guarantee that any donation will be a permanent part of the collection or building and reserves the right to dispose of a donation as it sees fit, without notification to the donor. Any proceeds from a donation's disposition shall be deposited in the Library's Permanent Donation Fund or another Library trust fund.

Approved January 1993.

Amended February 15, 2006, March 21, 2006, June 14, 2018, and January 14, 2025.