

Gift Policy

General Policy

The Library welcomes gifts. Our collections have been greatly enriched by the generosity of donors since the Library's founding in 1790. The Library therefore solicits and encourages gifts and donations of useful materials, and/or of funds to further the work of the Library. However, the limitations of space, the expense of processing and shelving materials and the objectives of the Library preclude the unrestricted acceptance of any and all gifts.

The purpose of this statement by the Board of Library Trustees is to provide the staff with a policy governing the acceptance and utilization of gifts. For the purposes of this policy, items offered to the Library as loans or otherwise restricted are included in the category of gifts.

Authority

The Library Director is authorized to accept, at his or her own discretion, those gifts that are donated without condition or restriction and that are deemed to be in accord with the General Criteria for gifts (below).

- Gifts accompanied by any conditions or restrictions that involve any initial or continuing commitment on the part of the Library (including but not limited to matters such as inclusive retention, segregation, or fixed location, or maintenance of continuing funds) will be evaluated with respect to the General Criteria and may be accepted only by formal vote of the Library Trustees.
- Gifts from a sitting Board member may be accepted only by formal vote of the Library Trustees.

General Criteria for Accepting Materials for the General Collection

Materials shall be evaluated on the basis of:

1. Suitability:
 - a. In meeting the conditions or reflecting the spirit of the Library's Materials Selection Policy
 - b. In satisfying a current or anticipated demand
 - c. In Representing research potential or significance to the history of Lancaster
 - d. Prestige, either because of the rare or unique characteristics of the materials, or because of the person of the donor
 - e. Costs associated with processing and/or maintaining said acquisition
 - f. Requirements requested by the donor

Criteria for Gifts to the Library's Special Collections & Historical Museum

Space available for the Library's Special Collections and Historical Museum is quite limited, therefore careful attention to material suitability and placement must be given before accepting gift materials. *(See the policies for each collection.)*

Acceptance of gifts for the Library's Special Collections or Museum shall be decided by the Library Director in consultation with the Board of Trustees.

The establishment of a newly designated special collection shall be determined by joint decision of the Library Director and Board of Trustees.

Procedures for Acceptance of Gifts

Acknowledgment

All noteworthy gifts shall be acknowledged in writing by those authorized to accept said gifts. In the case of memorial gifts, the family of the person being honored shall also be notified. In certain cases, gifts may be publicized with the consent of the donor. When feasible, gifts will be recognized with an identifying plate, which will be fastened to the gift or placed in its vicinity. All noteworthy gifts should be reported to the Board of Trustees, and the donors' names should be recorded in the Board minutes.

Gift/Loan Agreement

The Library Director shall request that the donor execute a Universal Gift Form effectively transferring title of the item(s) from the donor to the Library. Such form shall include a description of the gift(s) and a clear statement (in the case of unrestricted gifts) that the Library is free to keep or to dispose of the material in accordance with its policies, or (in the case of restricted gifts) a description of agreed restrictions; such form shall be dated and signed by the donor and by the Library representative authorized to accept the gift.

Appraisals

The appraisal of a non-cash gift to the Library for tax purposes is the responsibility of the donor since it is the donor who benefits from the tax deduction.

Financial Gifts, Bequests and Trusts

Memorial and Honor Gifts

The donation of memorial or honor books (or funds for their purchase), chosen in consultation with the Director, may be accepted. Acknowledgments shall be sent to the person honored or the family of the person memorialized.

Bequests

Suggested phrasing for unrestricted bequests is: "I give, devise and bequeath the sum of [inset item/value] to the Thayer Memorial Library in Lancaster, Massachusetts, to be used for the general purposes of the Library, as the Trustees in their discretion deem proper and appropriate."

Existing funds include:

1. Book Trust Fund "for the purchase of books".
2. Special Collections Trust Fund "for the care and maintenance of the rare book and special collections".
3. Librarians' Trust Fund "to improve the work of the library ... to purchase books, print catalogues ... to pay the expenses of the librarian at library meetings".

Restricted Gifts or Loans

Restricted Gifts or Loans are those to which the donor attaches special terms, conditions and/or purposes. These gifts can only be accepted by a vote of the Library Trustees. Restricted monetary gifts may be accepted to supplement already existing Library trust funds or to create a new trust fund for the Library. If preferred, the phrase "income only to be used" may be included in the terms of a gift or bequest, but this is recommended only for sums exceeding \$1,000.

Loans must meet the same collection criteria as general gifts. Access to and use of materials by original donor or donor family is limited to what is specified in the Gift Agreement Form.

Materials on loan to the library are considered part of the Library collection and may not be accessed or removed without permission of the Library Director, or in accordance with existing policies & procedures.

Lender is required to provide the Library with at least a 1-year written notice prior to requiring the return of the material. The Library may terminate the loan on notice of 90 days. If material is not collected, the Library may assume full ownership of material and may dispose of item and apply proceeds of that disposal as it sees fit.

Procedure for Return of Items on Loan to Thayer Memorial Library

Items on loan to the Thayer Memorial Library will be returned to the Lender as follows:

1. Lenders or their representatives must submit a request in writing to the Board for the return of items, which includes a list of the items to be returned and requested date for removal.
2. The Board must approve return of items at a regularly scheduled meeting. A list of items to be returned will be provided to the Board at the meeting.
3. The Board will designate a Board member or representative to be present with the Lender when items are removed.
4. The Lender will provide materials for packing and transport of items to be removed from the Library as determined by the Lender.
5. Both parties must be present when items are removed from display and packed. The Lender will schedule a time to pack loaned items for removal with the Board member/representative and the Director.
6. The list of the loaned items will be checked at the time said items are removed from display.
7. The Board member/representative present and the Lender will confirm the list is correct, sign, and date it as a record of the termination of the loan. This record will be provided to the Director to be kept on file.
8. The Lender is responsible for transport of items after packing and recording is completed. Any damage due to packing and transport is the Lender's responsibility.
9. The Board supervisor for this loan: _____

Memorandum of Understanding

The Lender, Board of Trustees and Director agree to abide by the procedure stated above for the removal of all items loaned to the Thayer Memorial Library.

Lender's Name <i>(Print)</i>		Date:	
Lender' Name <i>(Signature)</i>		Date:	
Director's Signature		Date:	

Gift Donation Form

Thayer Memorial Library

Gift Donation Form



The Thayer Memorial Library is prohibited by IRS regulations from establishing monetary values for gifts of real or personal property. Donations are tax deductible in keeping with IRS regulations to the extent provided by law.

Donor Information

Name	
Street Address	
City, State, ZIP	
Phone (s)	
E-Mail	

Description of Item(s) Permanently Donated to the Thayer Memorial Library

Item #	Name of Contents	Description of Item
1		
2		
3		

Deed of Gift

By signing this, I give and deliver my object (s) forever and with no conditions to the Library. I give the Library all rights to the object (s). These rights include the right to publish pictures for sale or use. I also say that I did own the object (s) and had the right to give it to the Library. I agree that the object will become the property of only the Library. The Library will manage it in an ethical, professional way. The Library may use it or dispose (trade or give it away) of it in any way they want, following the Library's policies.

I (we) hereby irrevocably and unconditionally give, donate, deliver, transfer, and assign to The Thayer Memorial Library by way of gift all right, title, and interests (including, but not limited to, all applicable copyright, trademark, and related interests) in, to, and associated with the property, hereinafter described, to be used by the Library at its unrestricted discretion. I (we) affirm that I (we) own said property and that to the best of my (our) knowledge I (we) have good and complete right, title, and interest (including, but not limited to, all applicable copyright, trademark, related interests) to give. I (we) agree that the object(s) will become part of the exclusive and absolute property of the Thayer Memorial Library and that it (they) may be managed in any ethical manner consistent with established professional standards, Library policy, and governmental regulations, with no restrictions on its (their) use or disposition.

Restrictions on gift as detailed below:

Donor's Signature		Date	
Director's Signature		Date	
Approved by the Board of Trustees		Date	
Acquisition Number		Date	

General History of the Artifact(s)

Reason you would like to donate item?	
Who first owned this item?	
What was the occupation of the owner?	
When, where did he/she live?	
Where did he/she live?	
About when was the object made or bought?	
Where was it made? Who made it?	
Was the object used for a particular purpose?	
How did you acquire this object?	
Is this object part of a set? If so, describe it.	
Do you have any photographs of the object being used?	
Do you have any other documents about the object? (e.g. letters, plans, receipts, instructions)	
Do you have any other information about the object that might be useful for us to know?	