

Jamestown Philomenian Library Gift Policy

Over the years the Library has welcomed many gifts. Our services and collections, as well as building and grounds, have been greatly enriched by these donations. Gifts are welcome and encouraged, with the donor's agreement and understanding of the following policies and conditions:

BOOKS AND LIBRARY MATERIALS

The Jamestown Philomenian Library gratefully accepts gifts of books, periodicals, and audiovisual materials, but with the explicit understanding that they will be added to the Library collection only when they are needed and only when they meet the same standards of selection which are applied to regular library purchases.

Evaluation and disposition of gift materials is the responsibility of staff and volunteers authorized by the Library Director. Acceptance of donated books and other materials in no way guarantees their inclusion in the Library's collection. Materials will be accepted with the understanding that the Library reserves the right to add them to its collection, distribute them to other organizations, sell or discard them.

Special collections and memorial collections will not be shelved as separate physical entities. Such collections will be accepted only with the understanding that they will be integrated into the general collection. The only form of memorial identification will be a book plate.

When the library receives a cash gift for the purchase of materials, whether as a memorial or for any other purpose, the general nature or subject area of the materials to be purchased will be based upon the wishes of the donor. Selection of specific titles, however, will be made by the library staff in accordance with the needs and selection policies of the Library.

CASH, SECURITIES, AND REAL ESTATE

If a donor wishes to make a monetary contribution to the Library, the check should be made payable to Jamestown Philomenian Library. The Library Director will keep a record of the gift and send the donor a letter of acknowledgment.

Gifts contingent upon a specific purpose are subject to acceptance by the Library Board of Trustees. Once accepted, designated gifts will be used so far as is practicable in accordance with such designation.

All funds received as gifts are deposited to the Library Account managed by Town Hall and are expended by the Library Director with the approval of the Library Board of Trustees.

OTHER GIFTS

Approval of gift items other than books or monetary donations, including art and antiques, will be accepted only on a case-by case basis upon the recommendation of the Board of Trustees and the Library Director.

Approval of gifts will be determined by the Library Board of Trustees based on their suitability to the purposes and needs of the library, laws and regulations that govern the ownership of the gift, and the library's ability to cover insurance and maintenance costs associated with the donation. The Library Board reserves the right to decline any gift. Donated items become the exclusive property of the library (and may be altered, displayed, stored, traded, converted, sold or otherwise disposed of in the sole discretion of the Board). *For the avoidance of doubt, gifts other than books and monetary donations are ordinarily discouraged.*

Donated items will not be returned to the donor, and the Library will not accept anything that is not an outright gift.

Gift items may be removed from the library collections at any time at the discretion of the Library Director or the Board of Trustees.

Every effort will be made to abide by agreements made with respect to gifts. However, because of circumstances such as ordinary wear, theft, mutilation, obsolescence and changing Library needs, no guarantee is made that any gift will be permanently displayed or kept by the Library.

If requested, residents who give a donation may receive written verification of their gift on Library letterhead. No monetary value will be placed on the gift by the Library. It is recommended that the donor make a list of items donated. If items are being donated to obtain a tax benefit, it is the donor's responsibility to establish fair market value or obtain expert assistance in establishing any value.

All gifts are subject to the terms of this policy.

*Policy approved by Jamestown Philomenian Library Board of Trustees
September 14, 2021*