



**TERRYVILLE PUBLIC LIBRARY 238 MAIN STREET, TERRYVILLE, CT 06786 860-582-3121**

## **Gifts, Donations and Bequests**

The Terryville Public Library encourages and accepts gifts of money, books and other materials from businesses, organizations, and individuals. The library is granted unconditional ownership of each gift. The library reserves the right to utilize each gift as it sees fit and to dispose of gifts deemed no longer suited or needed by the library. Donated items will not be returned to the donor and the library will not accept any item that is not an outright gift.

The library will not set fair market or appraisal values for donated items. 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.

Materials will be evaluated and added to the collection in accordance with the selection policy of the library. Those materials that are added to the collection will be classified and shelved according to standard procedures. The library reserves the right to decide when a gift added to the collection must be withdrawn.

Print and non-print materials not needed in the collection, but in good condition and still of value, will be offered to the Friends of the Library for its book sales.

General material guidelines include:

- Books published in the last ten years in good to excellent condition.
- Paperbacks must not be yellowed, have cracked spines or missing the cover.
- No magazines.
- No encyclopedia or reference sets unless they are newer than what we own.
- CDs and DVDs in good to excellent condition will be accepted only in the original packaging.
- Exceptions can only be approved by the director.

Gifts of personal property, including art, antiques and memorial plaques will be accepted only on a case-by-case basis by the Library Director and Chairman of the Library Board with approval by the Library Board. Due to limited display space, as a general rule the library is unable to accept donations of art for permanent display in the library.

Any gift which will cause the library to incur annual or periodic maintenance costs must be separately endowed by the donor to the satisfaction of the library. The library reserves the right to liquidate, relocate, remove or dispose of any accepted bequest or gift at any time in the future.

The library may also accept unsolicited, unrestricted contributions, bequests and memorial gifts. Monetary gifts may be added to the endowment fund or earmarked for a special purchase. Contributions will be reviewed on a case-by-case basis by the Library Director and Chairman of the Library Board with approval by the Library Board. Naming opportunities will be reviewed as well.