

MNG – 14 GIFT MATERIALS DONATION POLICY

The Hingham Public Library welcomes donations of materials or money for materials by groups, individuals, citizens of the town or beyond, foundations, corporations, etc. These gifts must meet library materials selection criteria as described in its "*Library Materials Selection Policy*" or other criteria the Trustees may determine prior to the acceptance of larger monetary donations; gift materials received may be added to the collection, exchanged, given to other libraries, discarded or sold at Library book sales, the proceeds of which may be used by the Library Board of Trustees for any library-related purpose of their choosing.

The library does not accept donations of encyclopedia sets, old textbooks, highlighted books, magazines, LP recordings or dated materials. Prospective donations that are damaged or contaminated by mold will be rejected or discarded. The library encourages and welcomes bequests and memorials that support the library's collection policies.

Groups or collections of materials cannot necessarily be kept together as a unit, and the library may not be able to accept such gifts because of the financial costs of handling them. The library generally will not pay for the appraisal of gifts for income tax or other purposes. Exceptions may be made for collections of historical documents or artifacts related to Hingham history. See the "*Historical Room Collection Policy*" for local history donations and gifts.

Gift items will be acknowledged and may be designated by a bookplate.

DRAFT: Under consideration for fall 2009 approval