



Gifts and Donations Policy

The James Blackstone Memorial Library (the “Library”) is grateful for all gifts and bequests (collectively, “gifts”) made to the Library in the form of money, securities, property or materials. Arrangements for gifts to the Library may be made with the Director. All gifts are subject to this Policy.

1. Gifts of money or securities will be treated as follows:
 - a. Gifts of \$5,000 or less, without donor restrictions: Such gifts will be reflected in the Library’s current fiscal year operating budget and expended in the current or subsequent fiscal year.
 - b. Gifts of more than \$5,000, without donor restrictions: The Board shall determine, based on the recommendation of the Finance Committee, the purposes for which such gifts shall be used. The funds will be tracked on a yearly basis to ensure use in accordance with the Board’s determination.
 - c. Gifts of any amount, with donor restrictions: The President and Treasurer will be notified of all such gifts. The Library will seek to follow all such restrictions, so long as they are not inconsistent with the Library’s mission. The funds will be tracked on a yearly basis to ensure use in accordance with the approved restrictions.
2. Promptly after the end of each fiscal year, the President and Treasurer shall receive a list that will show (i) the status of all gifts received during such fiscal year, and (ii) the status of gifts received in prior fiscal years, to the extent such gifts have not been fully utilized.
3. The Director will acknowledge receipt of the gift and the Library's appreciation of it.
4. Donors who wish, may remain anonymous.
5. Gifts of books and other materials are accepted with the understanding that the Library will select those items needed for the collection based on its selection policies and may dispose of unwanted items as the Library sees fit. Replacements and duplicate copies are added to the collection if needed.
6. The Library does not provide valuations of gifts of materials for tax deduction or other purposes but will provide the donor with a receipt.
7. Gift books are integrated into the Library collection and cannot be shelved separately.
8. The Library may put bookplates in gift copies to designate the donor or honor the donor’s designee.
9. Gifts whose primary purpose is advertising material of a commercial, political, or promotional nature are, in general, not accepted by the Library. However, small items of serviceable convenience and inoffensive nature, such as bookmarks or disposable bags for carrying books, may be accepted at the discretion of the Director for voluntary distribution to the public. Acceptance of such items in no way implies Library endorsement of the item or its supplier.
10. Historical records or items relating to the community may be accepted and added to the Library historical collection or given to the Historical Society or other institutions upon consultation with the donor and the Society.