Gifts and Donations Policy

The Library is grateful for all gifts or bequests made to the Library in the form of cash, securities, property or materials. Arrangements for gifts to the library may be made with the Director. Gifts with restrictions require the acceptance of the Board of Trustees.

1. Contributions of money or securities will be placed in one of the following categories:

   a. Unrestricted: Gifts of less than $1,000 will be deposited in the current library operating budget and expended in the current or subsequent fiscal year. The Board of Trustees shall be advised of any bequests or other major gifts to the Blackstone Memorial Library, and the Board shall determine, based on the recommendation of the Finance Committee, the purposes for which such bequests and major gifts shall be utilized.

   b. Temporarily Restricted: All gifts of specific nature and/or purpose, shall be placed in the Temporary Restricted Fund to be used according to the wishes of the donor. The funds will be tracked on a yearly basis.

   c. Permanently Restricted: All gifts or bequests with specific instructions shall be placed in the Permanently Restricted Fund. Income and interest generated by the gift may or may not be earmarked for specific use according to the wishes of the Donor and can be used by the Library at the discretion of the Trustees. Once deposited, there will be no individual record of activity.

2. The Director will acknowledge receipt of the gift and the Library's appreciation of it.

3. Donors who wish may remain anonymous.

4. The library does not provide evaluations of materials gifts for tax deduction or other purposes but will provide the donor with a receipt.

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.

6. Gift books are integrated into the library collection and cannot be shelved separately.

7. The library may put bookplates in gift copies to designate the donor or honor the donor’s designee.

8. 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.

9. 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.

Adopted by the Board of Trustees, November 15, 2003
Amended October 5, 2016