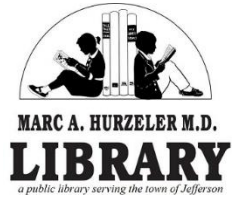


## Marc A. Hurzeler M.D. Library - Gifts, Donations and Memorials Policy



- Gifts of books, other useful materials, and contributions from individuals or groups which help the library serve the informational, educational, recreational, and cultural needs of the town may be accepted provided that the donation becomes the unconditional property of the library and that the Director and Board of Trustees have the authority to make whatever disposition they deem advisable.
- Donors can receive a list including the general type of material donated, if requested. Neither the Library Director or Trustees will make any evaluation of such gifts for tax purposes. The responsibility for such an evaluation is entirely a matter for the donor of the gift.
- The library accepts only materials donated without restrictions. Gifts of books and other materials will be added to the collection only if appropriate and needed. If they are not needed because of subject content, duplication, condition, or age, the Director may dispose of them as he/she sees fit. Which may include selling them in annual book sale or offering them to another organization.
- Unrestricted gifts of money, real property and/or stock will be accepted.
- Memorial gifts of books with suitable bookplates are accepted by the Library. It is preferred that gifts of specific titles be offered after consultation with the Director.
- Material selection criteria shall apply to gifts. See Collection Policy.
- Personal property, art objects, antiques and other museum quality objects will be accepted as gifts at the discretion of the Board of Trustees.
- Library will not store materials that are not outright gifts.
- Board of Trustees decides on the conditions of display, housing and access to any gifts.
- **The library encourages and appreciates gifts and materials donated as outlined above.**