

Gifts and Donations

Print and Non-Print Materials

- The library accepts print (books) and non-print (DVDs, CDs, etc.) materials in good, salable condition when they comply with the library's Collection Development policy. Most donated materials will be placed in a library book sale. The library may sometimes select items from among these donations for its collection.
- Unused donations will not be returned to the donor.
- We do not accept donations of the following items: magazines (including National Geographic), encyclopedias or textbooks, or Reader's Digest Condensed books.
- We do not accept donations with conditions attached, such as keeping a collection intact or displaying it in a certain way.
- We reserve the right to inspect donations for quality and condition.

Monetary Donations

Monetary donations may be made in a number of ways:

- Memorial/Honorary gifts: The library will be pleased to select appropriate titles in memory or honor of a relative or friend, as indicated on the Memorial Gifts Form. The library reserves the right to recommend alternative titles for donor approval.
- Goodnow Library Foundation: The Foundation was established to raise an endowment to support capital projects the town budget does not cover, especially in the areas of technology, community resources, and gathering spaces. The Foundation is a 501(c)3 charitable organization and accepts donations in the form of outright cash gifts, securities, planned gifts, corporate matching gifts and corporate and foundation grants.

Other Gifts

Gifts and donations other than items that could be used in the library's collection (such as art, furniture, etc.) must be discussed with the library director. All conditions pertaining to the donation must be clearly stated at that time. The Library Board of Trustees will make the final determination to accept or decline the gift.

These gifts will be considered in light of the following criteria:

- Relevance to the library's Mission Statement
- Space required to house or store the gift(s)
- Cost to maintain or preserve the gift(s)

All gifts and donations accepted by the Board of Library Trustees become the property of the Goodnow Library and may be sold or discarded as the Board sees fit.

Gifts to Library Staff

Individual library staff cannot accept valuable gifts or any form of currency for the services they provide as library staff. Appreciative patrons are encouraged to make contributions to the library as a whole, or provide a gift that all staff can enjoy equally. This policy is to ensure that staff will treat all members of the public equally, and that no preferential treatment is shown or expected.

Receipts

The library can provide receipts for gifts only in the following cases:

- Cash or check donations: a receipt will be sent in the form of a letter stating the amount donated.
- All other donations: a receipt will be given only at the time of the donation, if requested. The donor is responsible for assigning and documenting monetary value for tax purposes.
- The library cannot give receipts for previously donated material.
- According to Section 170(c) of the Internal Revenue code, all donations to the library are tax deductible.