

Shedd-Porter Memorial Library General Donations Policy
Approved
June 10, 2020

Donation of Goods:

Donations of goods and other non-liquidatable assets (books and other printed material, ephemera, furnishings, equipment, et.al.) are welcome and are tax-deductible. Please note that while the Library appreciates book donations, space is limited and we can accept only a few volumes at one time.

Any monetary value attached to a donated non-liquidatable asset will be assigned by the donor and not by the library. The Library Director has sole discretion over the acceptance of printed material and any type of media.

Donations of goods become the unconditional property of the library and will be utilized, sold, or otherwise disposed of in the best interests of the library as determined by the Director in accordance with the Collection Development Policy of the Library.

All donations of goods must enhance the library's programs, services, or collections. Donations of goods shall not entail excessive demands upon the library's finances, physical space, or staff, and shall not alter or in any way compromise the interior or exterior architectural integrity of the library building.

The Library Trustees and the Library Director may, if they see fit, decline a donation of goods if they determine that the donation is not in the best interests of the Library. Any donor who wishes to remain anonymous shall inform the Library Director in advance.

Donation of Funds

All donations of cash, securities (stocks or bonds), certificates of deposit, or any other liquidatable monetary assets are welcome and are tax-deductible for the donor. All financial gifts must be unencumbered. The library cannot accept any donations that entail either short-term or long-term demands upon the library's financial resources or its staff. Donations of securities shall be coordinated through the Treasurer such that the appropriate paperwork can be completed to ensure shares are transferred to the Shedd – Porter Memorial Library fiduciary account. Any donor who wishes to remain anonymous shall inform the Library Director in advance.

Legal Requirements

All donations shall be accepted, acknowledged, and administered in compliance with State of New Hampshire RSAs 202-A:4-c and 202-A:4-d.

I have read and agree with conditions stated above:

_____ **Printed Name**

_____ **Signature**

Date _____