

The purpose of this policy is to set forth guidelines for accepting and handling gifts offered to the Forbush Memorial Library.

## Library materials

1. Gifts or donations of books, audio and audio-visual materials and music CDs will be accepted if the donations are in accordance with the Materials Selection Policy.
2. The library will accept only items in good condition (free of mold, stains, pencil, or ink markings, without torn or missing pages) that are of general interest to the public.
3. While some items may be added to the collection, the library retains the right to sell donated items or to otherwise dispose of them.
4. The value of the item(s) given is to be determined by the donor for tax purposes. The library staff will not provide a letter or receipt indicating any determination of cash value or worth.
5. The Library Director or his/her designee will determine where in the collection donated items will be placed.
6. The following categories of items are those which the library cannot accept:
  - Abridged books
  - Medical books
  - Magazines
  - Books published by magazines
  - Encyclopedias
  - Outdated textbooks or legal books
  - Used computer books
  - Dictionaries

## Art and artifacts

Forbush Memorial Library is pleased to consider the donation of gifts of art or artifacts as additions to the existing collections comprised of fine art, prints, archival photographs, instruments, militaria, household objects made or used in Westminster or the region, and other items related to persons or organizations connected to the Town of Westminster subject to the following stipulations:

1. Donor's agreement with and signature on the library's Deed of Gift form
2. Positive recommendation by the Curatorial Committee to the Board of Trustees, acceptance by them and subject to a favorable vote at an Annual or Special Town Meeting
3. Being within the scope or existing collections, i.e., related to the people and/or history of Westminster or Worcester County
4. Having sufficient space for display or storage
5. Estimated expense of conservation and maintenance is deemed acceptable
6. Acceptance must be free of donor restrictions and is irrevocable
7. Appraisal for tax purposes is the obligation of the donor; the library cannot give valuation estimates