

Jacob Edwards Library



Gift Policy

Approved by Board of Trustees: October 2020

The Jacob Edwards Library welcomes and accepts all monetary gifts and bequests.

Books and Materials

Gifts of books, DVDs, etc. may be accepted with the understanding that the Library reserves the right to add them to its collection, donate them to the Friends of the Library, or discard them. Materials must be in good physical condition and must not have been exposed to mold, mildew or any other harmful materials. Donated materials will not be returned to the donor. Proceeds from the Friends of the Library Book Sales are used to support Library programs and services. If you require a receipt for tax purposes, please be aware that the donor is responsible for attaching the value to the donation and is required to secure his or her own appraisal prior to the date of the gift. The Library is forbidden by law to act as an appraiser.

The Library does not accept responsibility for notifying donors of withdrawal or replacement of gift items.

Monetary Donations

Unrestricted monetary gifts will be used at the discretion of the Board of Trustees. Monetary gifts given without restriction will be utilized to purchase materials or equipment, support Library programs, or in other ways that the Board deems appropriate.

Monetary gifts offered with specific restrictions, including endowment funds, require Board approval of such restrictions before the gifts are accepted by the Board. Restricted donations will be accepted on the condition that the specific use requested is consistent with the goals and objectives of the Library.

Personal Property

Gifts of items for permanent display or preservation are not normally accepted. The Library can however, accept such items when all of the following criteria are met:

- The item is specifically and clearly related to the Library or local history, or otherwise serves the Library's strategic directions and/or mission
- There is adequate and appropriate space to display and/or house the item
- The item can receive proper care and attention

All personal property, art objects, paintings, prints, maps, antiques and other collectibles, if accepted, will be accepted only on the condition that they may be sold, kept, given away or discarded at the discretion of the Board and/or the Library Director. An appropriate Deed of Gift or similar document transferring sole and exclusive ownership of the item(s) to the Library will be required. Any proceeds derived from the disposal of a gift may be used by the Library in a way consistent with the original gift.