

Donation Policy
Westbrook Public Library

Purpose

The purpose of this policy is to specify the type of donations that the Library will accept and how the Library will handle donations.

Acknowledgements

Donations are accepted in honor of or in memory of a person. Acknowledgment of such a donation will be sent to family members upon request. A plaque may be placed in/on material purchased in honor of or in memory of a person.

Library staff will acknowledge all monetary donations and significant donations of materials accepted by the library.

The Library reserves the right to decline, discard, or sell any item donated to the library. Library staff will provide a letter acknowledging the receipt of a donation upon request. The Library does not provide appraisals of donations of materials.

Donations of Money

The Library accepts donations of money in any amount. The donor may indicate how the money is to be spent. The money may be specified for a particular type of material, furniture, equipment, service or activity. The Library reserves the right of final selection on furniture or equipment in order to meet the space, utilization and design of the building. The Library will make selection if nothing is specified.

Donations of Books and Other Material

The Library accepts donations of used books and other materials with the understanding that the items will be added to the collection only if appropriate and/or needed. The Library has the right to decline any donation of used material based on condition, copyright date or lack of storage space.

Donations of Memorabilia

The Library does not collect plaques, artifacts or other museum-type pieces, unless they pertain directly to the collection of the library or they have value for ongoing display. Donations of memorabilia accepted by the Library become the exclusive property of the Library.

Donations of Artwork

The Library retains the right to accept or reject any work of art for the Library. Donations of artwork accepted by the Library become the exclusive property of the Library.

Gifts of Furniture and Equipment

The Library retains the right to accept or reject any donations of furniture or equipment for the Library. Donations of furniture and equipment accepted by the Library become the exclusive property of the Library.

Approved 11-10-21