

Policy #16 Gifts and Donations

The Booth and Dimock Memorial Library gratefully accepts gifts in the form of monetary donations and memorials in the form of funds for library purposes. The Library may accept donations of books and other materials, manuscripts, historical items, and art.

The Library accepts donations of books and other materials with the understanding that they will be added to the collection only when needed and consistent with the Library's Material Selection Policy. The Library only accepts items in good to excellent condition that are less than ten (10) years old, and does not accept VHS, cassettes, CDs, board games, puzzles, or other toys, textbooks, dictionaries, encyclopedias, thesauruses, or atlases. The Library reserves the right to determine location, retention, cataloging treatments, and other considerations related to use, display, or disposition of all donated materials. The Director will dispose of the materials not needed for the collection at their discretion, giving priority to the book sale.

The Library welcomes gifts of printed and manuscript materials on the history of Coventry only if the condition of the acceptance does not require permanent exhibition.

The Library cannot accept custodial storage responsibility for historical documents, historical objects, art, sculpture, and paintings owned or controlled by groups or individuals, except in rare occasions at the discretion of the Board of Trustees.

A written appraisal from a recognized appraiser may be requested with any fine art gifts.

The President of the Library Board of Trustees may appoint a committee to review appropriateness of memorial gifts if necessary.

In all instances, gifts and donations become the property of the Booth & Dimock Memorial Library. The Library has final authority on use of all gifts.

Revised June 2025
Revised June 2024
Revised June 2016
Reviewed June 2006
Reviewed 1998
Adopted 1989



**Booth & Dimock Memorial Library
Donation Form**

I am donating to the Booth & Dimock Memorial Library the following materials:

I understand that the acceptance of these materials by the Library does not require a permanent exhibition. The materials become the property of the Library, and due to space considerations, the Library may dispose of some of these materials or offer them to another appropriate organization.

Donor Signature _____

Date _____

