

Donation Policy

The East Haddam Library System gratefully accepts gifts, donations, endowments, and bequests that are appropriate to its mission statement and policies. Unrestricted monetary gifts, including bequests, memorials, or honorary contributions are particularly welcome. A letter for tax purposes in acknowledgment of the gift may be given to the donor upon request at the time the donation is made. In accordance with IRS regulations, the library system will not determine a value or dollar amount for gifts (other than monetary donations).

All donations in excess of \$500 must be approved at a Town Meeting.
This policy does not apply to donations made by the Friends of the Libraries.

Specific policies are as follows:

- Unrestricted monetary gifts are always accepted and appreciated.
- The Library will only accept any items that are outright gifts. The library reserves the right to liquidate, relocate, remove, or dispose of any accepted gift of any kind at any time in the future.
- The Library Director will determine acceptance of materials to the collection (books, DVDs, audiobooks, music CDs, etc.). Items will be subject to the policy and practices of the library system.
- The decision regarding whether to accept donations of equipment, non-circulating collections, real estate, works of art, personal property, etc. rests with the Board of Trustees on the advice of the Library Director and Finance Committee.
- Acceptance of restricted monetary gifts less than \$500 is subject to approval by the Library Director.
- Acceptance of restricted monetary gifts of over \$500 rests with the Board of Trustees on the advice of the Library Director and Finance Committee.

Approved by Board of Trustees --/--/2023