GIFT OF MATERIALS POLICY &
TRANSFER OF MATERIALS OWNERSHIP FORM

GIFT OF MATERIALS POLICY

The library selectively accepts gifts of books and other materials for public use. In accepting gifts it is the library's policy that:

1) The library does not provide appraisals of gifts. The appraisal of a gift to the library for tax purposes is the responsibility of the donor.
2) No conditions may be imposed relating to any gift, without the prior approval of the Board of Library Trustees. The library, in accepting the gift, obtains free and complete legal title to it.
3) The library reserves the right to utilize donated materials in whatever way best benefits the collection and services. Materials may be added to the collection if it falls within the scope of the library's Collection Development Policy. Donations may also be sold with the proceeds to benefit the library, passed on to other libraries, or discarded if necessary.

TRANSFER OF OWNERSHIP FORM

I hereby present as an unrestricted gift to the Newton Free Library as described below:

Title/Description	Creator	Creation Date	Format/Est. Quantity

Donor's Signature: _____ Date: _____

Donor's Name (please print): _____

Donor's Address: _____

_____

Donor's Email Address: _____

Donor Relationship to Materials: _____

Received by:

Staff Member's Name & Title: _____

Date: _____

(Draft for Trustee Approval 12/20/2019)