

Donations, Bequests and Gifts Policy

Purpose

The Town of Arlington, the Library Board of Trustees and the Director acknowledge that special gifts and bequests do not take the place of public support, but help to further enhance library facilities, services and collections. The library encourages the interest and involvement of residents and organizations through private support and adopts these guidelines to ensure that all gifts are appropriate to the library's mission.

Arlington Libraries Foundation: The Fundraising 501(c)(3) of the Library

Established in 2013, the Arlington Libraries Foundation conducts fundraising appeals and campaigns and secures and stewards the gifts, grants and endowments that provide essential funds toward the library's current and long-term goals. Donations to the Arlington Libraries Foundation benefit the Robbins Library and the Fox Branch Library. With the exception of gifts of materials, collections, art or decorative objects as noted below, donors are encouraged to direct gifts to the Arlington Libraries Foundation, the fundraising 501(c)(3) of the library.

Policies by Type of Gift

Donors may opt to give the following types of gifts directly to the library but are encouraged, whenever possible and appropriate, to direct such gifts to the Arlington Libraries Foundation for stewardship and distribution.

1. Monetary gifts - The library welcomes gifts of cash or other investments. Contributions made in anticipation of naming opportunities shall be reviewed and recommended, on a case-by-case basis, by the Library Board of Trustees.
2. Tribute gifts - The library welcomes monetary gifts in honor or memory of individuals or organizations, which may be unrestricted or designated for the purchase of materials for the facilities, services or collections. When the library and/or Foundation receives a cash gift for the purchase of library materials, whether as a tribute or for any other purpose, the general nature or subject area of the materials to be purchased or program or services to be supported will be based upon the wishes of the donor. The library staff, in accordance with the needs and selection policies of the library, will select specific titles.
3. Real estate, securities or other personal property - The library will consider accepting gifts of real estate, securities or other personal property that either support or could be sold to support the mission of the library. Such offers will be handled by the Director, who in consultation with the Library Board of Trustees and Town Counsel will determine the suitability of the gift and the terms of acceptance compatible with the library's mission and policies, the donor's intent, and applicable laws.

Donors may opt to give the following types of gifts directly to the library in accordance with the policies below. These types of gifts are not accepted by the Arlington Libraries Foundation.

4. Materials - Gifts of miscellaneous books or other materials in good condition are accepted with the understanding that items which are not added to collections are given to the Friends of the Robbins Library for resale or secondary donation.
5. Collections – Gifts of collections of books or any other kind will be accepted only by the Director in consultation with the Library Board of Trustees and with the understanding that the collection may not be kept intact.
6. Art and decorative objects - In general, gifts of art objects may be accepted if they are of local interest to the community, of a professional quality, well-executed, and in good condition. As with all other gifts, art objects will be accepted only with the donor's full agreement that the library has the right to handle or dispose of the gift in the best interests of the institution. Because of the library's limited display and storage areas and focus on its primary mission as a library and not a museum, potential donors of art and decorative objects must discuss any proposed gifts with the Director and Library Board of Trustees. No gifts that require extensive, regular special care or conservation will be accepted.

Acknowledgment and Valuation

The library will provide a timely, written acknowledgement of the receipt of gifts to the donor and, if desired, to a recognized individual or organization. Income tax regulations leave the determination of the gift's monetary value to the donor. Donors wishing to have an appraisal of their gifts for income tax purposes should have that done prior to donation.

Gift Acceptance, Right to Refuse, and Disposition

Acceptance: The Library Board of Trustees accepts all gifts of money, books and other materials, equipment, works of art, documents, photographs, or property of any kind from all donors including individuals, businesses or corporations, foundations, government grant makers, Library partner organizations, and supporting organizations, consistent with MGL Chapter 44 Section 53A.

Right to refuse: The library reserves the right to refuse any gift or grant that the Library Board of Trustees, in its sole discretion, deems to be not in the best interests of the library to accept.

Disposition: The library cannot guarantee that any gift will be a permanent part of the collection or furnishings. Resources with obsolete and/or misleading information may be discarded over time, and well-used libraries may sustain losses through theft, mutilation, and ordinary wear. Excess articles may be first offered to other Town departments and then discarded. If a gift is accepted by the library, the gift shall be final; no restriction on the library's ownership, possession, use, or disposition of the gift shall be effective other than restrictions approved by the express vote of the Library Board of Trustees.

Approved by the Board of Trustees 3/10/20