

Ashland Public Library Gifts Policy

Library Materials: The Ashland Public Library welcomes gifts of new and used books, audio recordings, DVDs and similar materials. Items will be added to the collection in accordance with the [Collection Development policy](#) of the library. Once donated, items become the property of the Ashland Public Library and may be given to other libraries, non-profit agencies, the [Friends of the Ashland Public Library](#), sold, traded, or discarded if they are not added to the collection. Donated items will not be returned to the donor and the library will not accept any item that is not an outright gift.

The Friends of the Ashland Public Library can acknowledge donated items by receipt but is unable to set fair market or appraisal values. It is recommended that the donor make a list of items donated. If items are being donated to obtain a tax benefit, it is the donor's responsibility to establish fair market value or obtain expert assistance in establishing any value. The library also reserves the right to decide when a gift added to the collection must be withdrawn.

To make a donation - either monetary or otherwise - to the Friends of the Ashland Public Library, please visit their website: <https://friendsoftheapl.org/>.

Monetary Gifts: Monetary gifts, bequests, and memorial or honorary contributions toward materials purchases are welcome. Funds donated will be used to purchase items in accordance with the selection policy of the library. If requested, notification of memorial or honorary contributions will be sent to the family of the person being recognized. Suggestions for subject areas or other areas of interest are welcome and will be followed to the extent possible. However, the library encourages donations without stipulations in order to permit the most flexible use of the donation for the enrichment of the collection.

The library welcomes monetary gifts, bequests, and memorial or honorary contributions for non-materials purchases. Suggestions for use of these funds may accompany the gift and will be followed to the extent possible. However, the library encourages donations without stipulations in order to permit the most flexible use of the funds for the benefit of the library and its patrons.

Miscellaneous Item Gifts:

Acceptance of miscellaneous gifts such as artwork, primary source documents or archival materials, such as private papers, equipment and furniture are subject to the approval of the Board of Trustees or their designee.

The library reserves the right to refuse and/or decide the final disposition of all gifts, including

conditions of display, housing and access.

Responsible Party:

All items bought for the library, either funded by the Friends of the Ashland Library, from direct monetary donations, or as direct donations become the property of the library to be managed by the Library Director or their designee.

All items bought for the library through its operating budget become the property of the Town of Ashland, to be managed by the Library Director or the Director's designee.

Approved Board of Library Trustees 1/11/2022, to be reviewed **every five years** starting January 2026