



Aldrich Public Library

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www.aldrichpubliclibrary.org

Gifts and Donations Policy

Approved By: Aldrich Public Library Board of Trustees

Adopted: May 8, 2026

Last Revised: May 8, 2026

Review Schedule: May 2029

Introduction

The Aldrich Public Library encourages the generosity of individuals and organizations through donations of money, estate contributions, materials, or other assets to support the Library's mission and enhance services, collections, programs, and the endowment. Monetary gifts may be designated for specific purposes, undesignated gifts best serve the library, and final decisions rest with the Library in alignment with its mission and priorities.

Gifts to the Aldrich Public Library

Monetary gifts and bequests made to the "Aldrich Public Library", "Barre Public Library", the "Aldrich Board of Trustees", or variants thereof shall be accepted as benefiting the Aldrich Public Library. The Board of Trustees may refuse any gift or bequest designated for a purpose it deems contrary to the Library's mission. Once accepted, all donor restrictions will be honored. Gifts and bequests are considered supplements to the Library's annual budget and not substitutes for municipal or operational funding.

Unrestricted Gifts

Gifts or bequests under \$8,000 will be processed with other library income at the discretion of the Library Director, who will acknowledge receipt and report the action to the Board at its next scheduled meeting. Gifts or bequests of \$8,000 or more will be deposited into the Library's investment account. The Board of Trustees will determine use of these funds, record such actions in its minutes, and may designate names in consultation with the donor.

Restricted Gifts

All restricted gifts will be reviewed by the Library Director to ensure alignment with the Library's mission, goals, and current needs. For restricted gifts over \$5,000, the Director will confer with the Board President to determine if Board action is required. The Library reserves the right to decline any gift.

Book Donations

The Library accepts donations of books and other materials in good condition, with the understanding that they may be added to the collection, transferred to the Friends of the Library for resale, shared with other organizations, or discarded at the Library's discretion. The Library cannot guarantee the inclusion of any donated item in the collection and reserves the right to decline donations that do not meet

standards of condition or align with the Materials Selection Policy. Donation guidelines can be found on the library's website.

Art, Decorative Objects, and Substantive Non-Monetary Gifts

Because of the Library's limited display and storage areas and focus on its primary mission as a library rather than a museum, potential donors of art, decorative objects, and other non-monetary gifts are requested to discuss any possible gifts with the Director and Library Board of Trustees.

Memorial and Honorary Gifts

The Library welcomes monetary gifts for the purchase of materials given in recognition or memory of individuals or organizations. Whenever possible, the Library will choose items that accommodate the donor's preferences, provided they align with the Library's mission. The name(s) of the donor(s) and those recognized by the gift will be listed if desired and searchable through the library's online catalog. These materials will not be excluded from deaccession as outlined in the Materials Selection Policy.

Acknowledgements

All donations to the Aldrich Public Library shall be acknowledged in a timely and appropriate manner, in compliance with legal requirements and best practices. The Library Director, or their designee, is responsible for ensuring acknowledgements express gratitude, strengthen donor relationships, and encourage a culture of giving.

Appraisal and Tax Deductions

The Library will not appraise gifts or assign a value to a donation for tax-deduction purposes. The Aldrich Public Library is a 501(c)(3) nonprofit; therefore, gifts to the Library may be tax-deductible to the extent allowed by law.

Friends of the Aldrich Library

Support for the Aldrich Public Library may also be given through contributions to the Friends of the Aldrich Library, a 509(a)2 organization whose sole purpose is to support the Aldrich Public Library. Because the Friends of the Aldrich Library is a separate entity, different policies may apply.