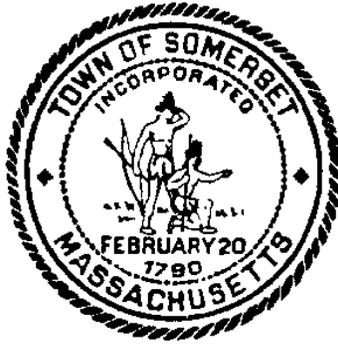


# Somerset Public Library

## Gifts and Donations Policy



**October 20, 2020**

*The Somerset Public Library exists to serve as a center of informal learning, individual growth and recreation for the citizens of Somerset. The Library expects to make a contribution to the learning process and to aid individuals in the lifelong process of growth and appreciation and understanding of themselves, their neighbors, and the world around them. In addition, the library makes its building available as a setting for appropriate events according to the needs and interests of the community.*

Somerset Public Library  
1464 County St.  
Somerset, MA 02726  
508-646-2829  
[Somersetpubliclibrary.org](http://Somersetpubliclibrary.org)

The Somerset Public Library recognizes the potential value that donations can add to the Library's collections. Gifts to the Library can be in the form of materials or monetary donations.

**Material Donations:** Gifts of books or other materials are accepted with the understanding that they will be added to the collection only if they meet the same standards of purchased materials as outlined in the Collection Development Policy. Materials that are out-of-date, unneeded duplicates of items already owned, or those in a format not suitable for library use may be given to other organizations, sold at the Friends of the Library Book Sale, or otherwise disposed of as the library deems appropriate. Items in poor condition, musty, wet or damaged will be discarded. Donated items will not be returned to the donor and the library will not accept any item that is not an outright gift. The library also reserves the right to decide when a gift that was previously added to the collection, may be withdrawn. The library requests that gifts of materials be limited to no more than two bags or boxes at a time due to space constraints, be no more than five years old and be in good condition. The library does not accept text books, encyclopedias or condensed novels.

### **Monetary Donations:**

*The Somerset Public Library Gift account:* can receive unrestricted funds. This account is held by the Town of Somerset and managed by the library administration. Donations to this account are tax deductible. These donations can be used for a variety of purposes designated by the library or to satisfy special requests of donors if approved by the library in advance. Recognition of monetary gifts can be made with bookplates or plaques if the donor requests, or with such other recognition as the library deems appropriate.

*The Friends of the Somerset Public Library:* is a volunteer, non-profit organization which is able to receive monetary donations on behalf of the library. The Friends of the Somerset Public Library is a registered 501(c)(3) charitable organization and all donations to them are tax deductible. Gifts to this organization are subject to their policies and guidelines.

### **Gifts from local authors and local organizations:**

Local authors and organizations whose books are published by nationally recognized or equally reputable publishing houses and meet the criteria set in the "Material Donations" section may be added to the collection at the discretion of library staff. For self-published materials, please see the section "Independently Published Material" in the Collection Development Policy for more information.

### **Additional Information:**

Donations may be presented at the Circulation Desk. A library staff member can create a receipt for the donor, upon request, at the time of donation. Once an item has been donated it is the property of the Library and is subject to the same processing, usage and disposal criteria as all Library materials. Income tax regulations leave the determination of the gift's monetary value to the donor. Donors wishing to have an appraisal of their gifts done should do so prior to donation at their own expense.