

Gift Policy

Approved February 1998
Revised Aug. 2003, Nov. 2004, July 2008, July 2009, Sept. 2012

The Library Trustees shall make all decisions regarding receipt, use, care, and disposition of articles of value made available to the Groton Public Library.

The following considerations shall be part of any such decision:

- relevance to the mission of the Groton Public Library
- concerns regarding display, theft, or storage
- expenses relative to acquisition, maintenance, restoration, insurance, and/or disposal.

Any appraisal valuation deemed necessary by the Library Trustees or desired by the donor shall be at the expense of the donor.

The use and disposal of any and all gifts shall be at the sole discretion of the Library Trustees.

A majority vote of the Library Trustees will be required to accept, maintain, and/or dispose of any gifts. Any funds received from the disposition of said gifts shall be deposited into the Library Gift Fund.

The Library Director shall maintain a master list of all such gifts and loans and their appraised value and location. This list will be updated as needed.

Loan Addendum

In the event that an individual or organization desires to loan an item to the Groton Public Library for temporary display or use, the following policies apply.

At and during the loan period the donor must maintain adequate insurance to replace or repair the item. Neither the Groton Public Library nor the Town of Groton assumes the responsibility for damage by fire, theft, loss, or any other occurrence while on loan to the Groton Public Library. The loan terms and conditions must be documented by the Library Director and approved by the Library Trustees. A written agreement must be signed by both the donor and Library Director including any donor instructions.

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