

Wareham Free Library – Gift & Donations Policy

The Wareham Free Library welcomes gifts of money, books, and other materials that enrich and improve library resources. The Library reserves the right to refuse any gift that the Library Administration, Library Board of Trustees or Wareham Select board, deems to be not in the best interests of the Library to accept.

If a gift is accepted, the gift shall be final: no restrictions on the Library's ownership, possession, use, or disposition of the gift shall be effective.

Books and Materials:

Gifts of library materials (books, DVD's, games, etc.) donated to the Library are examined by library staff to determine if they will be added to the collection. Materials will be accepted and withdrawn subject to the Library's Collection Development Policy. The cost of processing, availability of space, and the physical condition of the item are also factors in the selection process.

Books and other materials may be accepted with the understanding that the Library reserves the right to add them to its collection, donate them to the Friends of the Wareham Free Library, distribute them to other libraries, or discard them. Materials must be in good physical condition and have not been exposed to mold, mildew, or any other harmful materials. Donated materials will not be returned to the donor. The library does not accept responsibility for notifying donors of withdrawal or replacement of gift items.

Monetary Donations:

All monetary gifts must be accepted and approved by the Wareham Select Board. Unrestricted monetary gifts will be utilized to purchase materials or equipment, support library programs, or in other ways that Library Administration, Board of Trustees or Select Board deem appropriate.

Monetary gifts offered with specific restrictions, including endowment funds, require Wareham Select Board approval of such restrictions before the gifts are accepted. Restricted donations will be accepted on the condition that the specific use requested is consistent with the goals and objectives of the Library.

Personal Property:

Gifts of items for permanent display or preservation are not normally accepted. The Library can however, accept such items when all of the following criteria are met.

- The item is specifically and clearly related to the Library or local history, or otherwise serves the library's strategic direction and/or mission.
- There is adequate and appropriate space to display and/or house the item.
- The item can receive proper care and attention.

All personal property, art objects, paintings, prints, maps, antiques and other collectibles, if accepted, are accepted only on the condition that they may be sold, kept, given away, or

discarded at the discretion of the Library Administration, Board of Trustees, or the Select Board. Specific requests for the disposition of an item will be taken under advisement and the gift will be returned if the request is not deemed to be suitable to the goals and objectives of the Library. An appropriate deed of gift or similar document transferring sole and exclusive ownership of the item(s) to the Library will be required. Any proceeds derived from the disposal of a gift may be used by the Library in a way consistent with the original gift.

Valuation:

The Library, Board of Trustees, or Select Board, 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. Library staff are not authorized to place a value on any items donated.

Future Disposition of Gifts:

Libraries used extensively by their patrons sustain losses through theft, mutilation, and ordinary wear. Resources with obsolete and/or misleading information may be discarded with time. The Library, therefore, cannot guarantee that any gift will be part of the collection of furnishings permanently. Excess articles may be first offered to other Town departments and then given to the Friends of the Wareham Free Library or discarded.

Approved by the WFL Board of Trustees September 8th, 2026

(Sources from Flint Public Library, Pearle L. Crawford Memorial Library, and Fitchburg Public Library)