

**Mary E. Bartlett Memorial Library**  
**Brentwood, New Hampshire**

**GIFT POLICY**

General:

Mary E. Bartlett Library welcomes and encourages gifts of both money and non-monetary items, including, but not limited to, media of various types, functional equipment which the Library might otherwise purchase, and other personal property, subject to the following conditions:

1. Gifts are subject to approval by the Library Board of Trustees and the Library Director.
2. The Library has the right to use or dispose of any non-monetary gift as its Trustees or Library Director may decide.
3. The Library accepts no liability or obligation regarding any gift, including without limitation any item(s) that might be accepted for temporary display purposes.
4. The Library will adhere to the requirements of RSA 202-A:4-c and RSA 202-A:4-d with respect to the protocol and public hearing(s) mandated by law. Under 202-A:4-c, III (as revised effective August 29, 2005) the Library Board of Trustees has established up to \$5,000 (the maximum permitted) as the amount which may be accepted without a prior public hearing as to the action to be taken.

At the Brentwood Town Meeting of March 12, 1994, the provisions of RSA 202-A:4-c were adopted by the voters (Warrant Article #3), granting continuing authority for the Trustees of the Library to accept unanticipated money from a state, federal or other governmental unit or a private source which becomes available during the fiscal year.

At the Brentwood Town Meeting of March 15, 1997, the provisions of RSA 202-A:4-d were adopted by the voters (Warrant Article #9), granting continuing authority for the Trustees of the Library to accept gifts of personal property, other than money, which may be offered to the Library for any public purpose. The Warrant Article provided no dollar amount requiring a public hearing prior to acceptance of any gift.

As provided by law, no gift of personal property will be accepted that would bind the town or the Library trustees to raise, appropriate, or expend any public funds for the operation, maintenance, repair, or replacement of such property, unless the purchase of substantially equal property was contemplated and budgeted in the year in which the gift was received.

Written gift acknowledgments will be given for accepted donations, it being understood that gifts other than money will not include any estimate of monetary value in the acknowledgment.

Various Provisions:

Gifts of books or other media will be considered for acceptance and addition to the collection in accordance with the Collection Development Policy, and no addition should require special circulation procedures. Bookplates may be provided for donated books.

The Library will accept hardcover and/or paperbacks and audiovisual materials that are in good condition. Items like National Geographics may be accepted as needed, but in general the donor should be encouraged to give such items to schools, etc. The Library will not accept encyclopedias.

We encourage the donation of local history materials from New Hampshire in general, and the town of Brentwood in particular, to the Brentwood Historical Society.

Many donations consist of boxes or bags of materials that are conditionally accepted to maintain good public relations; items are inspected by the staff or volunteers for odor, water damage, wear and age. Appropriate materials may be added to the collection, put in the book sale, given to another institution, or discarded, with any monetary proceeds being used for the services and programs of the Library.

This policy has been established by the Board of Trustees and is subject to periodic review and/or revision at the discretion of the Board.

Adopted by the Board of Trustees 05/20/19