



Bent Northrop Memorial Library Donation and Gifts Policy

Purpose: To establish rules and expectations concerning the acceptance and disposal of gifts, donations, and bequests to the Bent Northrop Memorial Library.

Statement of Policy: All gifts, whether physical material, money, or financial instruments, shall be supplements to current or future operating budget, not substitutes for any portion of the income in those budgets.

All persons contemplating a donation to BNML are encouraged to speak with the Library Director to understand the Library's current and future needs. Gifts of items and/or materials are accepted if they meet the Library's selection criteria (which include considerations of need, space, and future maintenance). All donations must be evaluated by the Library Director and may be refused. All donations become the sole property of the Library.

The Library will accept donations only during business hours. Please do not leave donations outside or in the drop-box unless you have made arrangements to do so.

Physical Materials

- The Library will accept donations of fiction and non-fiction books less than 10 years old and in good condition. Books must be clean, mold & mildew-free, should have covers, and have no handwriting or highlighting. Older items may be accepted at the Librarian's discretion.
- The Library will not accept textbooks, encyclopedias, or incomplete reference sets.
- Donations of magazine subscriptions are at the discretion and approval of the Library Director. Used magazines may not be accepted as donations to the Library.
- Audiobooks & DVDs, in good condition or better, regardless of age, may be accepted as long as they are in their original packaging. No VHS or cassette tapes will be accepted.
- BNML may accept historical books about Fairfield or Vermont, regardless of age, as long as they are in good condition.
- Donations of materials are reviewed using the same criteria as purchases as set forth in the Collection Development Policy. Items not chosen for the collection will be sold in a book sale to benefit the Library, put out for free, distributed to charities, or recycled.

Tax Deductibility

By law, the Library cannot determine the value of a donation for IRS purposes. Upon request, the Library can provide a letter which acknowledges a donation made to the Library.

Money and Financial Instruments

“Grants of money to the municipal library for general purposes, as well as money raised by the library through book sales, raffles, concerts, and other activities, including donor contributions, should be deposited in the library account kept by the town treasurer, and drawn by voucher through an action of the trustees. State and federal funds are treated in the same manner. Note that before municipal library trustees spend this money they must first obtain voter approval. This approval may be in the form of an independent article at town meeting (granting the trustees authority to spend money raised by grants, contributions, etc) or may be part of the library budget.” 17 V.S.A § 2664, 22 V.S.A § 142.

- See Town of Fairfield’s Cash Receipts Procedures for Financial Management for procedural details.
- Funds raised by the Friends of BNML, and donations made to the Friends of BNML will be managed by the Friends ultimately for the benefit of the Library and its patrons.
- Restricted donations to the Library or the Friends of BNML will be handled in accordance with the donor’s request.

Adopted Oct 2013

Reviewed and Revised March 2016

Reviewed and Revised September 2019

Reviewed and Revised June, 2023

Signed copy on file at BNML.

Bent Northrop Memorial Library - 164 Park Street, Fairfield, VT 05455

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