



Hollis Social Library • 2 Monument Square • Hollis, NH 03049  
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## Hollis Social Library: Gift & Donation Policy

The Hollis Social Library welcomes gifts of money, books, or other real property (art, plants, etc.) under the following provisions and in accordance with the applicable RSAs. Gifts help the Library achieve its mission and enhance its collection and services. The Hollis Social Library, through its Board of Library Trustees and based on recommendations of the Library Director, may accept or decline any gift offered at its discretion. The Library also reserves the right to use the gift in whatever manner best serves the interests of the Library subject to donor restrictions when applicable. If accepted, the gift becomes the property of the Hollis Social Library. All gifts may be utilized, sold, or disposed of in the best interest of the Library.

### I. Monetary Gifts

1. Monetary or financial donations are welcome and will be administered by the Board of Trustees to be spent by the Library on a variety of services, collections, supplies or building improvements, or according to donor request.
2. Large gifts or bequests, should be discussed with the Board of Trustees before being gifted to the Library.
3. Monetary contributions will be accepted if conditions attached are acceptable to the Trustees. If there are no attached conditions, the Trustees retain the right to use the gift to benefit the Library according to their judgment. Any restrictions made by the donor on any gifts, legacies, trust funds, or other donations must be clearly indicated in writing and must be accepted by a vote of the Board of Trustees. The Board of Trustees reserve the right to refuse if restrictions are unacceptable. A record of said vote shall appear in the official public minutes of the Library's Board of Trustees.
4. The Library welcomes monetary gifts intended for the purchase of library materials for the collection in recognition of individuals or organizations. The Library staff will choose items which accommodate the donor's subject preferences; specific titles may be purchased only if the specified materials meet the Library's collection development policies.

### II. Materials (books, DVDs, etc.)

1. The Library generally does not accept large donations of books or other materials. Such donations should be directed to the Friends of the Hollis Social Library in accordance with their donation guidelines.
2. The Library will consider small donations of books, and other materials, following selection criteria in our Collection Development Policy. Materials not added to the collection may be sold, donated, recycled, or otherwise disposed of at the discretion of the Library.
3. The Library retains the authority to accept or reject gifts with the understanding that the same standards of selection are applied to gifts and donations as to library materials acquired by purchase.

### **III. Real Property (artwork, plants, furniture, etc.)**

1. Gifts of real property enhance the ability of the Hollis Social Library to offer a positive experience to library patrons. Gifts of Real Property are accepted or declined on a case by case basis by the Board of Trustees, based on recommendations of the Library Director.
2. The decision to accept the gift (and the continued use of the gift) will be based on the appropriateness of the gift to a library setting, the potential future cost of maintaining the gift, physical space constraints of the Library, and other factors relative to the type of gift that are deemed relevant by the Board of Trustees. Acceptance of a gift does not guarantee permanent display, installation, or use by the Library.
3. The Library will not store or otherwise maintain objects which are not outright gifts unless approved by the Director. Under no circumstances shall the Library be held responsible or liable, directly or indirectly, for any loss or damages to objects in its possession.

### **IV. Memorial Gifts**

1. The Library may accept memorial or commemorative gifts subject to the provisions of this policy. Acceptance of such gifts does not guarantee permanent display, retention, or placement. Decisions regarding location, display, maintenance, and eventual disposition remain the sole responsibility of the Library.

### **V. Valuations**

1. The Library will provide written acknowledgment of gifts received. Donors are encouraged to consult a tax professional regarding the tax deductibility of any gift.
2. The Internal Revenue Service will not accept an appraisal or estimated value of a gift from the recipient institution. No determination of the value of an in-kind (non-monetary) gift or donation will be established or offered by the Library. Potential donors may wish to have their items appraised prior to donating them.

### **VI. Disposition of Gifts**

1. In making a gift it is important to understand that the Hollis Social Library reserves the right to use the gift in whatever way best serves the interest of the Library. The Library will not guarantee that any gift will remain a permanent part of the collection, furnishings, buildings, or grounds.
2. The Library Director has authority to deaccession print and non-print collection materials in accordance with Library policies. Deaccessioning of gifts other than collection materials shall require Board of Trustee approval.
3. If the item, or items, to be deaccessioned were given to the Library with specific donor instructions, the Board of Trustees shall determine whether or not approval from the NH Attorney General and/or the NH court system is required prior to disposition of the object/item.
4. The Library's Board of Trustees shall vote on the disposition of item, or items, to be deaccessioned and a record of said vote shall appear in the official public minutes of the Board of Trustees.
5. The Library does not accept responsibility for notifying donors of withdrawal or replacement of gift items.

### **VII. Gifts to Library Staff**

1. Individual Library staff shall not accept gifts of any kind from members of the public or vendors, except for small items such as plates of cookies and candy, etc., which can be shared by all staff.
2. Appreciative patrons are encouraged to make contributions to the Library as a whole. All other gifts, including tips, must be refused or returned to the sender with an explanation that acceptance of gifts is strictly against Library policy. This policy is to ensure that the staff will treat all members of the public equally and that no preferential treatment is shown or expected.

#### **VIII. Gifts to Library Trustees**

1. Per NH RSA 202-A:14 Compensation of Trustees. – No trustee of any public Library shall receive any compensation for any services rendered as such Trustee, unless compensation is stipulated in the terms of the bequest or gift establishing the Library. Trustees may be reimbursed, however, for necessary travel expenses to attend professional meetings and other expenses, as approved by a majority vote of the Board.

#### **IX. Policy Review**

1. This policy shall be reviewed every three years by the Library Director and Board of Trustees to ensure accuracy and relevance. It may also be reviewed at any time should the need arise.

Approved: April 23, 1997

Reviewed/Revised: October 12, 2004, October 4, 2011; February 4, 2014; March 4, 2014; May 14, 2019, November 13, 2023, June 9, 2026

Reviewed by Legal Counsel: October 23, 2023.