

Gift Policy

The Westhampton Free Library welcomes financial donations, and donations of materials and artwork. The Library recognizes the value of the arts as an integral component in a well-rounded education.

Financial Donations

All gifts will be used at the Library's discretion unless the donor requests a special usage agreement. For donations of \$1,000 or less this agreement can be made between the donor and the Director, for gifts of more than \$1,000 the Board of Trustees must approve the agreement.

Donations of Materials

The Library is happy to accept donations of materials in good condition (including, but not limited to, computers, books, videos, compact discs and audio books.) The Library retains full control over donated materials. Such materials are usually (1) added to the collections or (2) sold to raise money for the Library or (3) given to other institutions, but some items may be disposed of in other ways. No agreement can be made to waive this control unless it is done, in writing, following an official action by the Board of Trustees.

The Library cannot provide pick-up service for donated materials. Delivery of more than two boxes or two bags of items must be arranged in advance with the Director, or designee.

The Library will acknowledge all donations in writing. Only in the case of financial gifts will monetary values be assigned. It is the responsibility of the donor to have materials appraised before donating them to the Library.

Donations of Art

Individuals or groups wishing to donate artwork to the Library should submit a letter to that effect describing the work, its history, and its location for review. A biographical sketch of the artist and a description of techniques used in the art production should be contained in the letter.

The Library Art Review Committee, appointed as necessary by the Board of Trustees, shall review the artwork and determine its appropriateness for addition to the Library collection. The Committee shall render a written recommendation to the Board whether to accept or reject the donation. This recommendation may or may not be made public depending on the sensitivity of the contents. The Board ultimately determines whether or

not to accept the offering. The Secretary shall note the Board's decision in writing on the Committee's recommendation.

Works of art donated to the Library become the possession of the Library. The Library reserves the right to display, or not to display, said works of art in places and at times it chooses.

The Library reserves the right to dispose of said works of art in its collection through sale, donation to third parties or other means unless otherwise stipulated in the original written agreement between the donor and the Library, executed in accordance with policy.

Adopted by the Board of Trustees: October 10, 2003
Amended: June 2010