

Canaan Town Library
Gift Acceptance Policy

The purpose of the Canaan Town Library is to provide all the individuals within our community with carefully selected books, programs and other materials to aid the individual in the pursuit of education, information, research, pleasure and the creative use of leisure time.

The Library welcomes gifts, of all types, given with the intent to further this purpose, and/or enhance our physical space. Gifts of library collection materials are welcome, and the guidelines for these are outlined in our Collection Development policy.

Canaan Town Library welcomes gifts of cash, securities, real property, gifts-in-kind, etc. Acceptance of gifts is contingent upon approval by the Trustees of the Canaan Town Library. The vote to accept or decline gifts will be made in a timely manner. Acceptance of restricted gifts, restricted endowment gifts or any gift proffered under restricted donor terms will be made with the advice, if needed, of the Town's legal counsel.

Canaan Town Library will provide a timely, written acknowledgment of the receipt of gift(s) to the donor, and, if desired, to a recognized individual (if contact information is provided). The library will follow all IRS regulations and policies in the receipting of charitable donations to the Library.

The library cannot guarantee that any gift will be part of the collection, or any item kept at the Library, permanently. The Library, and Board of Trustees, retain the right to dispose of any gift if they deem that action reasonable and/or necessary. Conscientious attempts will be made to use gifts for the purposes they are given. All attempts will be made to offer anything the Library is disposing of to another institution or group that may make use of said item, with a preference for local entities.

Approved by the Trustees of the Canaan Town Library February 15, 2016.