

GIFT POLICY

Conant Library welcomes gifts of materials that fall within the scope of its collecting activities. Anyone interested in donating materials should contact the Library Director, Carrie Grimshaw, at 508-213-2234. The Director will discuss the materials with the donor, explain the Library's gift policy and guidelines, and examine the collection if needed, depending on its size and subject focus. If necessary, a pick-up can be arranged. All donations will be acknowledged by a letter from the Library. Gifts of books, periodicals, sound recordings etc. made directly to Conant Library will be accepted under the following conditions:

Gifts of materials are accepted by the Library with the understanding that, once received, they are owned by the College. The Library reserves the right to determine their retention, location, cataloging treatment and other considerations related to their use or disposition.

GUIDELINES

Gifts of materials

- The material given to the Library may be added to the collection without restriction, or, if not added to the collection, used in exchange, donated to another library, or sold.
- Gifts that are accepted for the collection will be:
 - Evaluated according to the same criteria used for the purchase of new materials
 - Fully cataloged
 - Shelved according to subject classification
 - Available to all patrons in accordance with the rules and regulations for borrowing library materials
- The establishment of the gift's value for tax purposes is the donor's responsibility.
 - The Library, in the best interest of its donors, will suggest the desirability of an appraisal whenever the size or apparent value of a gift merits such an appraisal.
 - The Library is prohibited by federal law from appraising gifts for tax deduction purposes.
 - Donors having questions about tax deductions for gifts to the Library should contact the local Internal Revenue Service office and/or refer to [IRS Publication 561](#) (Valuation of Donated Property) and [IRS Publication 526](#) (Charitable Contributions).
- The acceptance of a gift that has been appraised by a third, and disinterested, party does not in any way imply endorsement of the appraisal by the Library.
- The Library will acknowledge gifts of library material