



8 Route 129 | Loudon, NH 03307 | MaxfieldLibrary.com | (603)798-5153

Donation Policy

The Maxfield Public Library welcomes gifts of books, other materials and monetary donations as described in the guidelines below. The library reserves the right to refuse any gift or donation that the Director deems not in the best interest of the library to accept.

Materials

Gifts of books or other materials in good condition are accepted with the understanding that items not added to collections will be disposed of at the discretion of the Library. The Library will not accept donations of textbooks or encyclopedias.

Monetary Donations

Monetary donations are greatly appreciated. Monetary donations exceeding \$200 will be deposited into a trust fund that is administered by the Board of Trustees to be spent by the library on a variety of services, collections, supplies or building improvements. Donations of less than \$200 will be kept in a cash box at the library to be used within the fiscal year that they are received, with the Library Director tracking the use of funds and retaining all receipts. (OR Donations of less than \$200 will be deposited into the Library's checking account to be used within the fiscal year that they are received, with the Library Director tracking the use of funds and retaining all receipts.)

Art and Historical Items

Because of the Library's limited display and storage areas and focus on its primary mission as a Library, potential donors of art & decorative objects are requested to discuss gifts of this nature with the Director and Board of Trustees. Gifts that require extensive, regular special care or conservation will not be accepted.

Use of Donations

All donated material becomes the property of the Maxfield Public Library. The Library reserves the right to sell, or otherwise discard materials as we so choose.

All donated materials must be delivered to the library. If requested, an acknowledgement of donation will be provided.

Trustee

Date

Trustee

Date

Trustee

Date

202-A:11 III. Expend all moneys raised and appropriated by the town or city for library purposes and shall direct that such moneys be paid over by the town or city treasurer pursuant to a payment schedule as agreed to by the library trustees and the selectmen or city council. All money received from fines and payments for lost or damaged books or for the support of a library in another city or town under contract to furnish library service to such town or city, shall be used for general repairs and upgrading, and for the purchase of books, supplies and income-generating equipment, shall be held in a nonlapsing separate fund and shall be in addition to the appropriation;

202-A:11-a Use of Additional Funds. – All money received from a library's income-generating equipment shall be retained by the library in a nonlapsing fund and used for general repairs and upgrading and for the purchase of books, supplies and income-generating equipment if approved by the town or city in which the library is located in accordance with RSA 202-A:11-b.