

Hopkinton Town Library
61 Houston Drive
Contoocook, NH 03229

Gift and Donation Policy

Gifts of books and other materials are accepted with the understanding that those items not added to the collection will be managed at the discretion of the Library Director. Proceeds derived from any disposition (book sales, etc.) will be used for the improvement of Library services.

Monetary gifts, bequests, and memorial contributions to support the Library's collections and services are particularly welcome. Books, videos, and other materials purchased with bequests and memorial contributions may be identified with special donor plates if so directed by a donor. Suggestions for subject areas or other areas of interest to be purchased are welcome.

The Library Director in consultation with the Hopkinton Town Library Board of Trustees reserves the right to accept gifts of a more specific nature, such as works of art, furniture, equipment, special collections and real property. The Library cannot place a monetary value on gifts for tax purposes, but receipts will be given upon request.

A donation of cash or securities of \$5,000 or more may be administered by the Hopkinton Library Foundation, the Library's endowment fund unless otherwise specified by the donor.

All donors will receive thank you notes for any identifiable gifts over \$10. The corresponding secretary will send these notes with a completed slip stating:

*Thank you for your gift of _____ to the Hopkinton Town Library on _____.
No goods or services were received in exchange for this contribution. This form may be used for the purpose of tax preparation with the Internal Revenue Service.*

Signed _____

Adopted by the Hopkinton Town Library Board of Trustees: December 2013.

Reviewed and approved by Library Board of Trustees on 10/19/21; April 2022.