

**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 Public Library Foundation, the Library's endowment fund unless otherwise specified by the donor.

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