

Lee Public Library Gift Policy

Lee Public Library shall accept books and other materials as gifts on the condition that the director has authority to make whatever disposition as seems necessary. All gift materials will be subject to the collection development policy as adopted by the Board of Trustees.

Books

Lee Public Library will not accept Reader's Digest Books or textbooks of any kind. All donated books must be in good condition. All paperbacks must have the original covers. No books accepted with mildew or musty odors. No encyclopedia sets accepted.

VHS/Audiocassettes

The library will not accept donations of VHS tapes or music or audiobooks on cassette for its collection or for the booksale.

Gifts of money, real property, and/or stock

All donations will be accepted according to RSA 202-A: 4-c III if the condition of materials are acceptable to the Board of Trustees and the governing body of the town of Lee. Personal property, art objects, portraits, antiques and other museum objects shall be accepted at the discretion of the trustees and director. The library shall not store materials that are not gifts. Gifts or bequests with specific stipulations attached are not normally accepted.

Magazines

Back issues of National Geographic will not be accepted.

Receipts

A receipt will be issued for books or other donated items. A receipt from the library shall be issued to read "received donation of 25 books from name on . . . date". At no time shall a money amount be determined for books or other materials per IRS regulations.

Acceptance of books/magazines and other library material

The Director will determine when books and other library material will not be accepted.

Adopted by Board of Trustees
February 12, 2004
Revised by the Board of Trustees
June 8, 2011

