



Donations, Gifts, & Fundraising Policy

Pembroke Public Library

General Principals and Purpose

The Pembroke Public Library acknowledges the great importance of donations, gifts, and fundraising to the Library's future growth and development. Gifts, donations, and fundraising efforts help enrich and improve the Library's resources. Thank you for supporting the Pembroke Public Library.

Donations

Material Donations

Donation of materials is encouraged with the understanding that all donations are subject to the same selection process as materials that are purchased, guided by the Library's Collection Development Policy.

Donated items become the property of the Pembroke Public Library, and are not accepted with any usage conditions. The Library is not able to notify donors of the final disposition of their donations, nor return items not added to our collection. The Library reserves the right to keep, refuse, discard, donate, sell, or give to the Friends of the Pembroke Library to sell any donated materials. The Library can provide a donation acknowledgement letter, but cannot assign a monetary value to donated items.

Please see the Pembroke Public Library's Donations Guide for specifics of what donated items will or will not be accepted.

Other Donations

Donations of items for permanent display or preservation are not normally accepted. The Library may however, consider such items using all of the following criteria:

- Whether the item is specifically and clearly related to the Library or local Pembroke history, or otherwise serves the Library's strategic directions and/or mission.
- Whether there is adequate and appropriate space to display and/or house the item.
- Whether the item can receive proper care and attention.

All personal property, art objects, paintings, prints, maps, antiques and other collectibles, if accepted, are accepted only on the condition that they may be kept, discarded, donated, sold, or given to the Friends of the Pembroke Library to sell at the discretion of the Library Director and/or the Board. An appropriate deed of gift or similar document transferring sole and

exclusive ownership of the item(s) to the Library will be required. Any proceeds derived from the disposal of a gift may be used by the Library in a way consistent with the original gift.

Gifts

The Pembroke Public Library gratefully accepts financial gifts. Gifts may be made in celebration or in memory of a loved one, and used to purchase books or other library materials, sponsor events or programs, or otherwise augment Library services provided to the community.

In accepting cash donations from individuals or companies, the Library suggests unrestricted gifts. The Library reserves the right of final selection in order to meet the needs of space, building design and utilization, plus the criteria of the Collection Development Policy. However, the Library will strive to honor the wishes of the donor, and select materials, programs, and services in the general nature or subject area as suggested by the donor.

In the case of restricted gifts, an agreement of understanding will be completed between the Library and the donor detailing the purpose(s) of the gift(s). Restricted monetary gifts will only be accepted if they are consistent with the Library's stated mission, purpose, and priorities. Only substantial monetary donations will be considered for restricted purposes.

The Library attempts to acknowledge each gift with a letter or receipt. Gifts will be formally acknowledged with a bookplate, plaque, or other commemoration if requested by the donor at the discretion of the Library. Gifts that do not further the mission, purpose, and priorities of Pembroke Public Library, or which would result in the incurrence of excessive expense or administrative support, are subject to acceptance or refusal at the discretion of the Library Director and/or the Board.

Gifts to support the Library may also be made through the Friends of Pembroke Public Library and The Pembroke Public Library Foundation, 501(c)(3) organizations formed to support the Pembroke Public Library.

Fundraising

The Pembroke Public Library encourages and welcomes fundraising efforts on behalf of the Library.

Friends of Pembroke Public Library & the Pembroke Public Library Foundation

Only the Friends of Pembroke Library and The Pembroke Library Foundation, 501(c)(3) organizations formed to support the Pembroke Public Library, are allowed to engage in fundraising activities in the Library or on Library grounds.

Fundraising efforts may include, but are not limited to, book sales, raffles, membership drives, annual campaigns, and building campaigns. Monies raised by the Friends of Pembroke Library and The Pembroke Public Library Foundation will be for the benefit of the Pembroke Public Library. The Friends of Pembroke Library and The Pembroke Public Library Foundation will be

responsible for obtaining the necessary raffle or other permits, and for reporting income to the IRS and the Mass. Dept. of Revenue.

Outside Persons or Organizations

Fundraising or drop box donations of any type in the Library or on Library grounds by other persons and organizations that do not directly benefit the Pembroke Public Library will be reviewed by the Library Director on a case-by-case basis. Organizers must receive written permission from the Library Director, who may consult with the Board of Trustees on such matters.

When considering outside of the normal fundraising and donation efforts, the Library Director will take into account:

- the scope, scale, and timeline of the project
- the potential for the project to infringe on the community's usage of the Library and its services.

The Library does not have funds or goods to donate to other causes. However, the Library may partner with other persons or organizations for their fundraising or drop box donations.

Commercial sales are prohibited on-site at the Library, except those provided as part of a library-sanctioned program, such as an author selling copies of their book following an author talk. No other fundraising for civic, political, welfare, youth or other groups, charities or causes, including raising money through the sales of goods or food, is permitted in the Library or anywhere on Library property at any time.

Approved by The Board of Library Trustees January 15, 2025.