



## Keene Public Library Policies

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<b>Non-Monetary Gift Policy</b>	<b>Adopted: March 22, 2022</b>
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Gifts of service(s) and personal property may be accepted by the Board of Trustees after recommendation from the appropriate Trustee committee. The Board of Trustees reserves the right to accept or decline gifts. Once accepted, gifts become the sole property of the Library to be used and disposed of at the Library Board's discretion, in consultation with the Library Director.

Acceptance of non-monetary gifts may be based upon criteria including but not limited to: 1) local interest, 2) local subject, 3) historical significance, 4) ease of display, 5) care and storage, and 6) appropriateness to the Library's general objectives.

Considerations for an offered gift of landscaping, exterior art or fixtures include: 1) appropriateness to the existing building and landscaping or any future changes; 2) cost of maintenance and; 3) [the City of Keene's Public Art Policy](#).

No estimated evaluation of any gift will be made.

Deaccessioning of non-monetary gifts shall be recommended by the Library Director and approved by the Board of Library Trustees. The deaccessioning of print and non-print collection materials from the Library rests with the Library Director, with no vote of the Library Trustees needed.

If the item or items to be deaccessioned were given to the Library with specific donor instructions, a determination may be needed as to whether or not approval by the Attorney General and/or the court is required prior to disposition of the item or items.

When the public interest will be served, the Library Director may make a recommendation to the Library Trustees to sell or transfer non-monetary gifts to a nonprofit organization, governmental body, or other entity.

Those considering making a gift to the Library should fill out the Non-Monetary Gift Agreement.