

GIFT POLICY

The Berkshire Athenaeum welcomes gift books, materials and other items of a permanent nature with the understanding that the gift will be evaluated in accordance with the criteria and objectives by which purchased materials are judged. While gifts are welcomed, they are received with the understanding that they are ultimately accepted subject to the approval of the Board of Trustees. Gifts and donations become the property of the Athenaeum and may be retained or disposed as is deemed appropriate.

Generally, the Library will not accept items that would not be purchased or otherwise added to the collection. Memorabilia and works of art are examples of the kinds of items that the Library would not buy from its regular budget. At the discretion of the Board, there may be occasional exceptions to this provision, as in the case of expensive items the Library would like to purchase but cannot afford.

Unless the circumstances are highly unusual, a gift for the Local Authors Room for example, the Library will not agree to separate treatment for gift materials. Placing materials in special collections, on special shelves, or in other ways separating materials reduces the usefulness of the overall library collection.

When the Library receives a cash gift or something along the lines of a memorial, a GIFT / MEMORIAL BOOK DONATION REQUEST FORM (copy appended) will be filled out to assure that complete and correct information is collected about the donation, and a selection will be made by the Library Director or designated subject specialist (see PROCEDURES FOR GIFT/MEMORIAL BOOK DONATIONS appended). The Library will identify memorial / “in honor” gifts by means of a special bookplate that names both the donor (or organization) and the person (or organization) in whose memory / honor the item is given.

Library staff cannot be expected to provide an appraisal of donated material. The appraisal of a gift to the Library for tax purposes is the responsibility of the donor since it is the donor who benefits from the tax deduction. The acceptance of a gift which has been appraised by a third, and disinterested party, does not in any way imply an endorsement of the appraisal by the Library. Donors requesting a receipt for items given should be provided a completed copy of a RECEIPT FOR MATERIALS DONATION form (copy appended).