



**Chicopee Public Library  
DONOR POLICY**

**The Chicopee Public Library appreciates donations and welcomes gifts with the understanding that their acceptance is subject to the approval of the Board of Library Trustees.**

**Art Work and Realia**

Art work and three dimensional items, statues, games, toys, equipment etc., when donated become the property of the Chicopee Public Library and as such only the library will determine their eventual use and/or display location. Donations can not be accepted on a conditional or loan basis. The library is not responsible for the deterioration of any donations. Signage acknowledgements, display particulars, and de-accession issues are solely the jurisdiction of the Board of Library Trustees.

Donations can not be appraised by the library for tax purposes and acceptance by the library does not infer specific values. Valuation of the donation is the responsibility of the donor. Donations will be displayed, stored, refurbished and/or de-accessioned as determined by the Board of Library Trustees. The library will provide an acknowledgement of the item(s) donated.

Donor \_\_\_\_\_ Date \_\_\_\_\_  
Address \_\_\_\_\_ Phone# \_\_\_\_\_  
Signature \_\_\_\_\_

Description of donation(s) \_\_\_\_\_  
\_\_\_\_\_

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Office use only  
Accepted by: \_\_\_\_\_ Date \_\_\_\_\_

Approval \_\_\_\_\_ Date \_\_\_\_\_ Acknowledgement Date \_\_\_\_\_  
Signature \_\_\_\_\_

Approved by the Library Board of Trustees, March 6, 2006