



WIGGIN
MEMORIAL
LIBRARY
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Wiggin Memorial Library Gift Acceptance Policy

The Wiggin Memorial Library Board of Trustees has the authority to accept and expend unanticipated funds from the state, federal or other governmental unit or private source provided that it is given for a public purpose (RSA 31:19).

Acceptance of these funds are subject to the following guidelines:

1. **ACCEPTANCE PROCEDURE:** As per RSA 202-A:4-d, the Board of Trustees will hold a public hearing on all gifts, donations and trusts of \$5,000 or more noticing the amount and purpose; for amounts valued under \$5,000 the Board of Trustees will note on their agenda the amount of the donation and the public purpose on a monthly meeting agenda.
2. **GIFT INSTRUMENT** (i.e. trust, will, letter, or other document signed by the original donor) should include the following:
 - a. Purpose: Gift instrument specifies in detail the public purpose of the gift.
 - b. Restrictions: Gift instrument indicates whether the donation is:
 - (1) unrestricted – principal and income can be fully used for the specified public purpose;
 - (2) temporarily restricted – restricted only until the specified public purpose is achieved or
 - (3) permanently restricted – can only expend the income (not principal) for the specified purpose.
 - c. Authority to Expend: Gift instrument defines who has the authority to expend the money.

The Board of Trustees may also accept personal property, such as, but not limited to books or other written works, art objects, and antiques or furnishings provided that the gift be final with no restrictions on the Library's ownership, possession, use or disposition. The Library is unable to provide an appraisal on the value of the gift and acceptance of collection materials is at the sole discretion of the Library Director. Accepted gifts that are no longer consistent with the Library's mission or direction may be disposed of in whichever manner deemed appropriate by the Board of Trustees.

Signatures of the Board of Trustees indicate adoption of this policy.

Susan C. Wilbur, Trustee Date: 2/20/23

Ann M. Mullenbach, Trustee Date: 2/20/23

W. J. [Signature], Trustee Date: 20 FEB 23

Adrianne P. Cherry, Trustee Date: 2/20/2023

Connie Gilman, Trustee Date: 2/20/2023



Date: ____/____/20____

Donor Name: _____

Address: _____

Telephone: (____) _____ - _____ Email: _____

Attach extra sheet of paper if necessary.

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

DEED CONTINUES ON BACK

III. Conditions Governing Gifts

1. It is understood that all gifts are outright and unconditional.
2. Gifts to the Wiggin Memorial Library ("the Library") may be deductible and in accordance with provisions of the federal income tax laws.
3. The donor name on this form has not received any goods or services from the Library in return for this gift.
4. Library staff members are not permitted to furnish appraisals.

IV. Signatures

I/We, the undersigned, do hereby irrevocably and unconditionally give, transfer, and assign to the Wiggin Memorial Library by way of gift, all rights, title, and interests in, to, and associated with the item(s) described in Section II. I/We hereby notify the Wiggin Memorial Library that I/we am/are the lawful owner(s) of the above-described item(s) of personal property, or am/are acting as the authorized agent(s) of the same; that I/we have absolute authority to, and hereby do, effect transfer of ownership of all rights, title, and interest thereof to the Wiggin Memorial Library.

Donor: _____

Printed Name: _____ **Date:** ____/____/20____

Library Staff: _____

Printed Name: _____ **Date:** ____/____/20____

Approved by the Wiggin Memorial Library Board of Trustees date: 2/20/23