

# **SPRINGFIELD CITY LIBRARY GIFT POLICY and Transfer of Ownership Form**

In order to encourage private support for the Springfield City Library while insuring that all gifts are appropriate to its mission, the Springfield Library Commission has adopted these guidelines:

- While the Library Commission appreciates private support for the Library System, the Library will determine the acceptance of the gift.
- The Library selectively accepts gifts of books, periodicals, audio and video recordings, and other materials for public use. The appraisal of a gift for tax purposes is the responsibility of the donor. Gifts to the Library are judged on the same criteria as purchased material. The Library is unable to house and promote a substantial special collection. Conditions of display, housing, access, and withdrawal are considered.
- Personal property, antiques and collectibles may be accepted at the discretion of the Springfield Library Commission with the understanding that they may be sold, given away, or otherwise disposed of.
- Works of Art—the Springfield Library Commission reserves the right to determine the location and display of artwork. The Commission may request that an artwork be accompanied by a current appraisal of value and may request evidence of bona fide artistic importance and merit of the work and reputation of the artist. An appropriate deed of gift, or similar document transferring sole and exclusive ownership of the artwork to the Library will be required. Works of art may be accepted at the discretion of Springfield Library Commission with the understanding that they may be sold, given away, or otherwise disposed of.
- Memorial gifts may be refused if an expenditure of library funds, and/or staff time is necessary to make the gift usable. The Library does not guarantee the purchase of specifically identified titles with such funds. Donors do not have the right of approval of titles before purchase, however, donors are encouraged to recommend subject areas if desired.
- Recognition of Gifts-library bookplates will be placed in library materials purchased with gift funds, format permitting. Programs and services made possible by gift funds will include recognition of such benefactors in the supporting literature.  
The Library will acknowledge each gift with a letter to the donor.
- Any restrictions on gifts must be submitted in writing and approved by the Springfield Library Commission. Restricted monetary gifts will be accepted on the condition that the specific use requested is consistent with the goals and objectives of the Library.
- The responsibility for the appraisal or the estimation of the value of gift donations lies with the donor. The Library will not assess or suggest a value for non-monetary gifts for income tax or other purposes; any letter of acknowledgment will not contain a statement of value.

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## *Transfer of Ownership Form*

### DOCUMENT OF TRANSFER OF OWNERSHIP

I hereby present as an unrestricted gift to the Springfield City Library the materials described below.

Date \_\_\_\_\_ Name \_\_\_\_\_

Branch/Dept. \_\_\_\_\_ Address \_\_\_\_\_

Received by \_\_\_\_\_ Signature \_\_\_\_\_

Description of gift:

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Please print out and complete. Return to any Springfield City Library branch.

Springfield City Library, 220 State Street, Springfield, MA 01103 (413) 263-6828

