

GIFT POLICY

Hulbert Library of the Town of Concord

1. Monetary Donations for Memorial Books

The Hulbert Library of the Town of Concord gratefully accepts monetary donations for the purchase of memorial books in honor or memory of individuals. The selection and acquisition of these books will be at the discretion of the Library Director, who will ensure the materials align with the Library's collection development policy and community needs.

2. Donor Wishes

The Library will make every reasonable effort to accommodate the preferences of donors regarding the subject matter, genre, or theme of memorial books. However, the final decision on book purchases rests with the Library to ensure that the items contribute meaningfully to the collection.

3. Gifts of Collectibles and Objects

The Library may accept donations of collectibles, including but not limited to art objects, portraits, and antiques, at the discretion of the Library Director and with approval from the Library Board. Donors are encouraged to discuss potential gifts with the Library in advance to ensure they meet the Library's needs and space considerations.

4. Appraisal of Gifts

Donors are responsible for obtaining any necessary appraisals or estimates of value for items they wish to donate. The Library cannot provide appraisals or valuations for tax purposes and will not assume responsibility for appraising donated items.

5. Conditions of Acceptance

The Library reserves the right to decline donations that do not align with its mission, space availability, or other practical considerations. Once accepted, all donations become the property of the Hulbert Library of the Town of Concord, which retains the right to determine how the items will be used, displayed, or disposed of.

6. Liability for Memorials

The Library will take reasonable care to maintain donated materials, including memorial books. However, it cannot guarantee replacement or repair of lost, damaged, or out-of-print items should they become unavailable or unsuitable for the collection over time.

7. Acknowledgment of Donations

Upon request, the Library will provide a letter acknowledging receipt of donations for the donor's records. Public recognition of gifts, such as memorial bookplates, plaques, or other forms of acknowledgment, will be considered on a case-by-case basis.

Accepted by the Hulbert Library Board of Trustees on February 2, 2012.

Revised October 10th, 2024.

DONOR FORM

Hulbert Library of the Town of Concord

Date Received: _____

Name: _____

Address: _____

Donation Details

In Memory/Honor of: _____

Appraised or Estimated Value / Amount of Donation: _____

Donation Designation (please check one):

- Memorial Book
- Donation to support programming at the Hulbert Library of the Town of Concord
- Unrestricted use by the Hulbert Library of the Town of Concord
- Unrestricted use by the Buffalo & Erie County Public Library System

Memorial Book Special Requests (e.g., title, subject, genre): _____

Acknowledgment Card Information

Name: _____

Address: _____

Receipt for Monetary Donation

Date: _____

Received From: _____

Donation In Memory/Honor of: _____

Amount: _____

Received By: _____

Thank you for your
generous support!
Your contributions help us
enhance our community
resources and programs.

