
Gifts and Memorials Policy

The Merrimack Public Library welcomes gifts under the following provisions and in accordance with the applicable RSAs; such gifts enhance our collection and services. The Library Director or Library Board of Trustees may accept or decline any gift offered at its discretion. The Merrimack Public Library reserves the right to use the gift in whatever manner best serves the interests of the Library. If accepted, the gift becomes the property of the Merrimack Public Library.

Monetary gifts

Monetary contributions will be accepted if conditions attached are acceptable to the Library Board of Trustees. The terms of agreement will be developed by the Donor, Library Director, and Board of Trustees. Memorial Bricks are managed by the Merrimack Public Library Development Fund Committee.

Book donations (including other media)

Books must be in good, clean, odor-free condition in order for the Library to accept the donation. The Library does not accept textbooks, encyclopedias, or materials in poor physical condition and staff will discard these if donated. Books and items intended for inclusion in the collection will be assessed using the same procedures as stated in the Collection Development Policy; excluded items will be sold at a book sale sponsored by the Friends of the Merrimack Library. Items donated “in memoriam” are marked with a memorial bookplate.

Real Property

Gifts of Real Property are accepted or declined on a case by case basis by the Library Board of Trustees. The Library will not store or otherwise maintain objects which are not outright gifts unless approved by the Director. Under no circumstances shall the Library be held responsible or liable, directly or indirectly, for any loss or damages to objects in its possession.

Disposition of gifts

Gift will be withdrawn following the same assessment stated in the Collection Development Policy. The Library does not accept responsibility for notifying donors of withdrawal or replacement of gift items.

Tax Deductions

All gifts are tax deductible. Library staff will provide donors with a receipt of items donated but will not appraise or estimate the value of the gift. The appraisal is the responsibility of the donor.

Gifts to Library Staff

Individual Library staff shall not accept gifts of any kind from members of the public or vendors. Appreciative patrons are encouraged to make contributions to the Library as a whole. The Board of Trustees and the Friends of the MPL Board may choose to acknowledge the staff in an equitable fashion (e.g., employment anniversaries, holidays, National Library Week, or via staff incentive, etc.).

Gifts to Library Trustees

Per NH RSA 202-A:14 Compensation of Trustees. – No trustee of any public Library shall receive any compensation for any services rendered as such trustee, unless compensation is stipulated in the terms of the bequest or gift establishing the Library. Trustees may be reimbursed, however, for necessary travel expenses to attend professional meetings.