

Pillsbury Free Library  
Warner, NH

Gifts and Loans Policy  
Revised and Adopted Feb 20, 2024

Conditions:

The Library Board of Trustees is authorized to apply for, accept and expend, unanticipated money from a state, federal or other governmental unit or a private source which becomes available during the fiscal year. N.H. RSA 202-A: 4-c March 1994 ,Article 16, Warner Town Meeting

The Library Board of Trustees is authorized to accept gifts and loans of personal property as described under the terms of N.H. RSA, 202-A:4-d Acceptance of Personnel Property Donated to Libraries, March 1997, Article 13, Warner Town Meeting

**I. Gifts**

I. A. 1. Personal Property: Movable and personally owned items

I. A. 1.a. The Library Board of Trustees has authorized the Library Director to accept or decline gifts of books and other typical library collection materials.

I. A. 1.b. Non typical library materials shall be vetted through the Board of Trustees before being accepted. (art objects, portraits, antiques and furnishings)

I. A. 1.c. If requested the Library may provide a receipt for Personal Property Gifts gifts but will NOT provide an estimated value on the items.

I. B. 2. Real Property: Non-Movable Property, i.e. land, buildings or items attached to the land

I. B. 2.a. Potential gifts of Real Property will be reviewed by Library Board of Trustees to determine the gift's suitability and that the terms acceptance of are compatible with the Library's policies, the donor's intent and any applicable laws.

I. C. Financial Assets

I. C.1.a Gifts of money of \$5,000 or more may be accepted by the Board of Trustees only after a Public Hearing. RSA 202-A:4-d

I. C.1.b. Gifts of amounts under \$5,000 may be accepted at a regular Board Meeting.

I. C.2. Gifts of Financial assets that are not money will be discussed by the Library Board of Trustees.

**II. Loans:** Items loaned to the Library for a stated period of time or for an indefinite period of time

- II. A. Loans to the library shall be subject to the conditions and procedures described in NH RSA 201-E:3, E:4 and E:5 of the Museum Property Act.
- II. B. The Library Director works with the Library Board of Trustees to review any conditions placed by the donor on the loan and determine whether to accept or decline a loan.
- II. C. Loan items may include art work, portraits, antiques, equipment, furnishings, and display items.
- II. D. Items on loan to the library shall have the same protection from damage and theft as similar items owned by the Library, but the items are considered on loan to the library at the owner's own risk.
- II. E. Owners of the item(s) to be loaned must fill out, sign and receive a signed Owner – Loan Application and Acknowledgment Form back from the Library, before leaving the item(s) at the Library. (Form on next page)

PFL Library Board of Trustees

Revised and approved: 2024- 02-20

**Pillsbury Free Library**

**Owner - Loan Application and Acknowledgment**

**Loans:** This form needs to be signed by all parties before the item(s) is left at the Library

Item to be Loaned: \_\_\_\_\_

Period of Loan: \_\_\_\_\_

Description and condition of the item: \_\_\_\_\_

Owner's Printed Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

I have read and understand the Library's Gifts and Loans policy and agree to loan the above item(s) for the period stated:

Signature: \_\_\_\_\_

**Library Actions**

Date Blank copy given to donor: Date: \_\_\_\_\_ Staff Initials \_\_\_\_\_

Completed Form Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

(Patron will be given an estimated date when they will be contacted with the decision.)

Loan Decision Date: \_\_\_\_\_ Accepted: \_\_\_\_\_ Declined: \_\_\_\_\_ Decision sent to Owner: \_\_\_\_\_

Item brought to Library: Accepted by: \_\_\_\_\_ date: \_\_\_\_\_

Copy of receipt of completed form given to Owner: \_\_\_\_\_

**At the end of the Loan period or if the item no longer meets the needs of the Library:**

Owner contacted for pick up: Staff \_\_\_\_\_ Date: \_\_\_\_\_

Owner has 90 days to collect: Owner Acknowledges date for pick up: Yes No

If the Owner cannot be contacted the Library shall follow procedures in NH RSA 201-E:3, E:4 and E:5 for disposition.

Or if the Owner does not want the item(s) back and provides a written statement of gift then the Library will determine the disposition of the item(s).

Item(s) returned to Owner (DATE): \_\_\_\_\_ Staff Initials: \_\_\_\_\_

Owner Acknowledges receipt: \_\_\_\_\_