

BARRINGTON PUBLIC LIBRARY

Donations, Fundraising, and Sales Policy

I. POLICY

A. Donations Policy

1. General Acceptance

- The Library may accept donations of books, supplies, furniture, cash, securities, real property, or bequests.
- The Library reserves the right to refuse any donation that:
 - Cannot be used or maintained,
 - Requires specialized housing or insurance,
 - Imposes conditions the Library cannot meet.

2. Materials and Equipment

- Acceptance of donated materials is at the discretion of the Library Director.
- The Library does **not** accept:
 - Moldy, tattered, water-damaged, or coverless books
 - Outdated textbooks
 - Encyclopedia sets more than 5 years old
 - Reader's Digest Condensed books
 - Harlequin romances
 - Records, cassettes, VHS tapes
 - Magazines more than 1 year old
 - Outdated computer hardware

3. Large or Specialized Gifts

- Donations requiring special care (e.g., security, climate control) must be accompanied by an endowment sufficient to support that care.
- Large items (furniture, computer equipment) require prior approval from the Library Director.

4. Monetary Donations

- Monetary gifts may be unrestricted or restricted.
- Restricted donations will be used according to donor instructions unless the Trustees determine the restrictions cannot be met, in which case the funds will be returned.
- Large monetary gifts will be acknowledged in writing by the Trustees and/or Director.

5. Gifts of Real Property, Securities, and Personal Property

- Gifts of real property or stock are accepted subject to applicable laws and approval by the Board of Trustees.
- Personal property, art, or antiques require Board approval.
- Donors may choose to give to affiliated 501(c)(3) organizations; such donations are managed solely by those organizations.

6. Donor Privacy (Shielding Clause)

- Under NH Right to Know law, donor names and amounts must be disclosed if kept on file.
- The Library Board chooses **not** to retain donor personal information (address, phone, email) to protect donor privacy.

B. Fundraising Policy

1. Friends of the Library and Library Foundation

- The Library may support fundraising efforts by the Friends of the Library and the Barrington Public Library Foundation.
- Funds raised by these groups belong solely to them and are not included in Library income.

2. Fundraising Through Private Companies

- The Library may participate in fundraising programs offered by private vendors at the discretion of the Director and Trustees.
- The Library may receive either cash or in-kind materials that support the collection.

- The Library is not responsible for loss or theft of vendor merchandise displayed on Library premises.
- The Library may decline any proposed fundraising event.

3. Sales Conducted by the Library

- The Library may sell donated books, tote bags, and artwork under established procedures.
- The Library may sell Historical Society materials as a service; proceeds belong to the Historical Society.

4. Outside Fundraising

- No other nonprofit groups may conduct fundraising or solicitation on Library property unless participating in a Library-approved joint fundraiser.

II. PROCEDURES

A. Donation Procedures

1. Initial Screening

- Staff assess whether donated materials meet the Library's acceptance criteria.
- If the Director is unavailable and the item is questionable, staff:
 - Decline to accept the item pending Director review,
 - Record the donor's name, phone number, and description of the item for follow-up.

2. Handling Accepted Donations

- Donors are offered a **Gift Acknowledgment Form** for tax purposes.
- Donors wishing to place conditions on their gift must speak directly with the Director.
- Book donations:
 - Should be labeled with the donor's name,
 - Are placed in the back office for staff review,
 - May include a donor recognition insert if the donor requests it.

3. Acknowledgment

- Staff thank all donors.
- Large donations may receive a formal acknowledgment letter from the Director.

4. Monetary Donations

- All cash donations are recorded in the cash register and included in the daily deposit.
- Funds are deposited into the Library savings account until the Trustees vote on their use.

B. Fundraising Procedures

1. Friends of the Library / Foundation Support

- Staff may:
 - Sell raffle tickets,
 - Display promotional materials,
 - Keep Friends/Foundation funds separate from Library receipts.

2. Private Company Fundraising Events

- Before participating, the Director and Trustees confirm:
 - Adequate space and staff availability,
 - That in-kind materials offered are appropriate for the collection.
- Staff may request vendor presence during busy periods.

3. Book Sale Procedures

- Sale items are displayed on designated shelves in the computer area and hallway.
- Items are sold by donation with a minimum of 25 cents.
- Additional sales may occur:
 - At voting polls,
 - During the Friends' annual plant sale.
- Funds are deposited into the Library miscellaneous funds account.

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- If the Friends run a sale independently (e.g., Voting Day), proceeds go to the Friends.

4. Tote Bag and Art Sales

- BPL tote bags are stored under the circulation desk; proceeds go to the Library miscellaneous checking account.
- Artists must agree to donate at least 25% of sales to the Library to display prices.

5. Historical Society Sales

- Materials are stored in the designated file drawer.
- Prices are listed in the accompanying folder.
- Proceeds are kept in the folder for periodic pickup by a Historical Society representative.
- Funds are not added to Library income.