

**G.A.R. MEMORIAL LIBRARY  
ACCEPTANCE POLICY FOR GIFTS OF  
HISTORIC DOCUMENTS AND OBJECTS**  
(Approved by the Trustees of the West Newbury Library  
on November 8, 2018)

The G.A.R. Memorial Library and its Trustees appreciate offers to donate historical documents and historical objects. The Library and its Trustees acknowledge the generosity and commitment to the Library that such offers convey. As space for display and storage is limited, as the staff is not trained in conservation techniques, and as the acquisition of historical documents or objects is not one of the primary purposes of the Library, this policy outlines conditions and considerations under which historical documents or objects will be accepted by the Library and its Trustees. The Library and its Trustees reserve the right to decline any gift offer.

Books, manuscripts, documents , and objects may be accepted as gifts by the Trustees upon the recommendation of the Library Director. The following conditions will be considered in deciding whether to accept gifts of historical documents or objects:

- Historical documents or objects will only be accepted if the work is of local interest or the content is relevant to West Newbury;
- No gifts that require special care or conservation will be accepted.
- Space is available to accommodate storage of the documents or objects.
- Any other storage or conservation considerations arising from the specific nature of, or circumstances surrounding, the gift offer.

If a gift is accepted by the Library, the gift shall be final and no restrictions on the Library's ownership, possession, use, or disposition of the gift shall be effective other than restrictions approved by the express vote of the Board of Library Trustees and memorialized in writing. The donor or his or her lawful agent must complete a Deed of Gift form (set forth below) before a gift will be accepted. The Trustees will provide a letter to the donor acknowledging and describing the gift.

The G.A.R. Memorial Library will not provide an appraisal or estimate of value for any purpose, including tax purposes.

**G.A.R. MEMORIAL LIBRARY**  
**Deed of Gift for Historical Documents or Historical Objects**

I/We \_\_\_\_\_  
living at \_\_\_\_\_

affirm myself/ourselves to be the legal owner or the authorized agent(s) of the legal owner or his/her estate for the property described below. This Deed of Gift is made without reservation of any interest whatsoever in the property described below , and all rights of ownership and possession shall pass to the G.A.R. Memorial Library upon acceptance of this Deed of Gift by the Chairperson of the G.A.R .Library Board of Trustees:

[List document/documents below]

Printed Name of Owner or Authorized Agent: \_\_\_\_\_

Signature of Owner or Authorized Agent: \_\_\_\_\_

Address of Owner or Authorized Agent: \_\_\_\_\_

If Authorized Agent, Nature of Agency: \_\_\_\_\_

Date: \_\_\_\_\_

Accepted by: \_\_\_\_\_

Date of Acceptance: \_\_\_\_\_