



Gifts/Donations to Library Policy

Under the Pennsylvania Library Code, Article IV, Section 416, the Library Board of Trustees may accept donations of “books, money, personal property or real estate” for the benefit of the library. In the absence of restrictions imposed by the terms of such donation, deed, gift, devise, or bequest, such property shall be controlled and administered by the Library Board of Trustees.

Director’s Authority

The Director shall serve as the agent and administrator for all donations, deeds, gifts, devises, or bequests accepted by the Newtown Public Library.

Donations, deeds, gifts, devises, or bequests shall be accepted only if the conditions of such gifts are deemed acceptable by the Library Board of Trustees.

Gifts of Books and Other Materials

Gifts may be added to the library’s collection at the discretion of the Director or the Director’s designee. Materials not added to the collection are typically transferred to the Friends of Newtown Public Library for sale to support library services. Disposal of remaining materials is at the discretion of the Director or the Director’s designee.

At the time of donation, donors may request a Friends of Newtown Public Library donation receipt for their records.

Special gifts of books or other library materials in memory or honor of individuals or groups may be accepted at the discretion of the Director, and appropriate acknowledgment may be placed on such items.

Limitations of Gifts

- The library will not accept donations that are not outright gifts.
- The library will not accept special collections of books or other materials when a condition of the gift requires the materials to be maintained together as a distinct physical entity. Gift collections may be accepted with the understanding that materials may or may not be integrated into the general collection.
- The Library Board of Trustees and the Director are under no obligation to accept any donation, deed, gift, devise, or bequest if acceptance is not deemed to be in the best interest of the library.

Appraisals

- Appraisal of gifts for tax purposes is the responsibility of the donor.
- Acceptance of a gift that has been appraised by a third-party, disinterested appraiser does not constitute endorsement of that appraisal by the library.

Expenditures

Unrestricted gifts to the library may be used for any purpose intended to support or enhance library operations.

Adopted: 06/21/2022

Revised: 01/20/2026