

Gifts and Donations Policy

Acceptance of Gifts

The library accepts donations of books and other library materials as well as monetary donations.

The library will accept gifts with the understanding that the materials will be added to the library only when needed; if not added, the library has the right of disposal and may sell, give away, or discard the item(s) at its discretion. If disposal is through sale, the library will retain the proceeds. Once the library accepts a gift it will not be returned. The items may not be retained or cataloged as an inclusive collection. The library offers no services for pickup of donated materials.

The library will, if requested, provide a written acknowledgment of the receipt of gifts, but in accordance with income tax regulations will leave the determination of a value of the donation to the donor.

Books and other library materials

The Library accepts donations of materials provided they are in good condition, but reserves the right to evaluate and dispose of them in accordance with the criteria applied to purchased materials. The library does not accept encyclopedia sets, Readers Digest condensed editions, magazines, or older audiovisual formats (e.g. VHS or cassette tapes).

Memorial Books

The library accepts donations for the purchase of materials given in recognition or memory of individuals. Patrons wishing to make such a gift should consult with the Library Director. Whenever possible, library staff will choose items which accommodate the donor's subject or title preferences if the recommendations are consistent with the Collection Development Policy. Memorial books will subject to the same collection development and weeding policies as the rest of the collection.

In-Kind Donations

The Library may accept in-kind donations such as merchandise, coupons, or complimentary admissions in support of Library programs. In-kind donations will be acknowledged in the Library's promotional materials.

Objects and Exhibits

The library will not accept as a gift any item or objects if the condition of acceptance requires permanent exhibition of the item or object, or requires that the material be kept together as a separate physical entity. The library is not a museum and will rarely accept objects. Except for temporary exhibit purposes, the library will not accept storage responsibilities for historical documents or objects owned or controlled by groups or individuals.

All other gifts

The Library welcomes unrestricted monetary donations and bequests. Donations of other assets must be approved by the Board of Trustees.

All gifts to the Library in excess of \$100, except library materials and unrestricted cash donations, shall be presented to the Board of Trustees for approval and acceptance. The Library reserves the right to refuse any gift that the Library Director and/or the Board of Trustees in their sole discretion deems to be not in the best interests of the Library to accept. All non-monetary donations must be unconditional, transferring ownership and all the rights of ownership to the Library.

Donor Acknowledgements

Donors to the library shall receive a formal acknowledgement/thank you letter as a donation receipt for tax purposes. Donors of library materials or petty cash will receive a donation receipt if requested.

The Library honors the intentions of donors by spending restricted funds for the expenses that meet the donor-imposed restrictions. The Library Director forwards all restricted grant and contribution letters to the Treasurer. The Treasurer ensures that restricted revenue and expense transactions are segregated by code in the financial accounting system. Reports are generated by the financial system and sent to the donor if requested.

Donor Privacy

Any information supplied to the library by donors will be used solely to fulfill their donation and shall not be shared for any reason unless permission is granted by the donor to share such information. All requests to remain anonymous shall be honored. The library does not sell or share donor lists. Donors who supply the library with their postal address or email address may be contacted periodically for library solicitation purposes and/or with information regarding upcoming events. All donors have the option of being placed on a "once-a-year" mailing list which grants the library permission to contact them only once per year. Donors may request to be permanently removed from the mailing list by contacting us via email, phone or postal mail. All requests to be removed from the library's mailing list shall be honored.

Adopted by the Board of Trustees, March 13, 2019