

Gift Policy

Purpose

To establish rules and expectations concerning the acceptance and disposal of gifts, donations, and bequests.

Gift Acceptance Guidelines

The Library encourages the interest and involvement of residents and organizations through bequests, trusts and donations of monetary or other tangible assets for Library purposes. Special gifts and bequests will not take the place of public support, but should enable the Library to provide and enhance the services, building, grounds and collections in ways not financially possible within the annual operating budget. Contributions of non-monetary items must be reviewed and approved by the Library Director before acceptance.

If a gift is accepted by the Library, the gift shall be final; no restriction 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 Trustees.

Definitions

1. Monetary gifts - The Library welcomes gifts of cash or other investments with a preference for unrestricted gifts. The Library Director and Board of Trustees will try to accommodate restricted gifts when feasible. Donors are encouraged to discuss such restrictions with the Library Director in advance of gifting.
2. Materials - Gifts of miscellaneous books or other materials in good condition are accepted with the understanding that items which are not added to collections will be disposed of at the discretion of the Library. These items may be given to the Friends of the Library for sale, given to other libraries or organizations, or discarded.
3. Collections - Gift collections will be accepted only by the Library Director in consultation with the Board of Trustees and with the understanding that the collection may not be kept intact.
4. Memorial gifts - The Library welcomes monetary gifts for the purchase of materials for the building, grounds, services or collections given in recognition or memory of individuals or organizations. Whenever possible, the Library will choose items which accommodate the donor's preferences. The name(s) of the donor(s) and those recognized by the gift will be listed if so desired. These gifts must support the mission of the Library. The Board of Trustees may provide a list of opportunities for memorial and recognition donations.
5. Real estate or other personal property - The Library will accept gifts of real property that either support or could be sold to support the mission of the Library. Such offers will be handled by the

Director, who in consultation with the Board of Trustees and legal counsel will determine the suitability of the gift and the terms of acceptance compatible with the Library's mission and policies, the donor's intent, and applicable laws.

6. Art and decorative objects - In general, gifts of art objects shall be of local interest to the community, of a professional quality, well-executed, and in good condition. As with all other gifts, art objects will be accepted only with the donor's full agreement that the Library has the right to handle or dispose of the gift in the best interests of the institution. Because of the Library's limited display and storage areas and focus on its primary mission as a library and not a museum, potential donors of art and decorative objects are requested to discuss any possible gifts with the Director and Board of Directors.
7. Valuation - The Library will provide a timely, written acknowledgement of the receipt of gifts to the donor and, if desired, to a recognized individual or organization. Income tax regulations leave the determination of a non-cash gift's monetary value to the donor. Donors wishing to have an appraisal of their gifts for income tax purposes should have that done prior to donation.
8. Future disposition of gifts - Libraries used extensively by their patrons sustain losses through theft, mutilation, and ordinary wear. Resources with obsolete and/or misleading information may be discarded with time. The Library, therefore, cannot guarantee that any gift will be permanently part of the collection or furnishings.

This policy will be reviewed, but not limited to, every other year by the board of trustees.

Prepared by: Trustees of John G. McCullough Free Library

Initiated:

Reviewed:

Revised:

Board of Trustees – Chair

Date

Library Director

Date