

GIFTS, DONATIONS AND SPONSORSHIPS

A gift to the Library is one that will be enjoyed by the community for years to come.

I. GENERAL ACCEPTANCE OF DONATIONS

Each donation, if accepted is accepted only on the condition that the donation may be retained, sold, given away or discarded at the discretion of the Library Board of Trustees and/or Director. Donations will not be returned to the donor.

All donations must be accepted by the Board or Director. The Director may delegate the acceptance of routine donations of used books and audiovisual materials to Library staff.

All unrestricted gifts, whether donations of monies, books, periodicals, audiovisual materials or art work will be utilized at the discretion of the Board including addition to the collection, withdrawal from the collection, sale or disposal.

Restrictions on any gift must be submitted in writing and approved by the Board before acceptance of the gift.

The Library will not assess or suggest a value for non-monetary gifts for income tax or other purposes; any letter of acknowledgment will not contain a statement of value.

Gifts may serve to honor or memorialize a donor, family member, or friend and at the same time will contribute to the cultural enrichment of the community.

Books and audio-visual items purchased with a contribution may be commemorated with a special bookplate acknowledging the donor's generosity. Upon request, the Library will also send the honoree(s) an acknowledgment of the donation.

II. GIFTS TO STAFF & TRUSTEES

Staff and Trustees shall not accept gifts of any kind from members of the public or vendors, except for plants or edible gifts, such as cookies, candy, etc., which can be placed in the department and shared by everyone. All other gifts, including tips, must be refused or returned to the sender with an explanation that acceptance of gifts is strictly against Library policy. (For further restrictions, please refer to Policy No. 450 – Policy Regulating Political Activities and the Solicitation and Acceptance of Gifts.)

III. SPECIFIC DONATION GUIDELINES

a. Books, Periodicals and Audiovisual Materials

Donations of books, periodicals and audiovisual materials that meet selection guidelines and are in good physical condition may be considered for inclusion in the Library collection. These donations are accepted with the understanding that items not added to the collection may be sold, donated or otherwise disposed of at the Library's discretion.

b. Works of Art

Only the Board of Trustees may accept donations of artwork.

The Board reserves the right to determine the location and display of artwork.

The Board may request that an art work be accompanied by a current appraisal of value and may request evidence of bona fide artistic importance and merit of the work and reputation of the artist. An appropriate deed of gift, or similar document transferring sole and exclusive ownership of the art work to the Library will be required. The Board may also request evidence of provenance and present title of the art work from the donor.

At the discretion of the Board, plaques may be installed at or near large works of art. The Library reserves the right to choose the wording, size, location and style of the plaque.

c. Monetary Gifts

Monetary gifts given without restriction will be utilized to purchase materials or equipment, support Library programs or in other ways that the Board deems appropriate. The Board may place unrestricted monetary gifts in the Gift Fund, the primary purpose of which is to utilize earnings for the purchase of library materials and the growth of the Fund itself.

Monetary gifts offered with specific restrictions, including endowment funds, require Board approval of such restrictions before such monetary gifts are accepted by the Board.

IV. SPONSORSHIPS

The Library welcomes sponsorship of programs, projects and events from individuals and groups including, but not limited to, businesses and service organizations.

Sponsorships must be approved by the Board or Director. In assessing suitability of soliciting or accepting a potential sponsor, the Board considers the public image of the sponsor, its line of business and all of its products and services. Sponsorships are pursued if the Board determines that an association between the potential sponsor and the Library is suitable and will positively affect the public image that the Library has established in the community.

Public recognition of the sponsor may include:

- A statement of the sponsor's name and a display of its logo on the Library's promotional materials for the sponsored program or service.
- An announcement or short article in the Library newsletter.
- A verbal announcement at the beginning of a program.
- A press release submitted to local media outlets.

Public acknowledgment of other monetary gifts is at the discretion of the Board.