



## Marcellus Free Library

<b>Policy Name:</b>	Donations		
<b>Section #:</b>		<b>Section Title:</b>	Finance
<b>Adopted:</b>	12/7/2017	<b>Reviewed</b>	

1. **Policy Statement:** The purpose of this policy is to establish guidelines and regular procedures for the receipt and disposition of funds or other properties received by the Marcellus Free Library as gifts.

### 2. The Policy

#### General

- The Library welcomes gifts of money or property to the Library in support the Library’s mission. The Library reserves the right to accept or decline any gift. Once a donation is accepted, it becomes the sole property of the Marcellus Free Library. All gifts are final, and no restrictions will be placed on the Library’s ownership, use, or disposition of any gift. The Library reserves the right to refuse a gift if the conditions of acceptance are contrary to Library policy or would result in an incurrence of excessive expense or administrative support.

#### Monetary Donations

- The Marcellus Free Library gratefully accepts monetary gifts in the form of donations, memorials, bequests, or honorary contributions.
- Donors may suggest that funds be used to purchase specific titles or materials in particular subject area, and the Library will attempt to honor these requests; however, the Library reserves the right to select titles or items that will enhance the library’s collection and meet the criteria stated in the Library’s Materials Selection policy.
- Items purchased with memorial, bequest, or donation funds shall be identified with special donor identification when appropriate.
- Monetary donations not identified for a specific purpose will be used for general library operating expenses.
- Gifts of securities or gifts from trusts are also welcome. Specific procedures for accepting these monetary gifts are available from the Library Director in consultation with the Library Board.

#### Library Material Donations

- Gifts of miscellaneous books or other materials in good condition are accepted with the understanding that items, which are not added to collection, will be disposed of at the discretion of the Library. These items may be given to the



Friends of Marcellus Free Library, Inc. for sale, given to other libraries, or discarded.

- For gifts of real property, equipment, artifacts, works of art, and the like, acceptance will be determined by the Board of Trustees based on the item's suitability for the purposes and needs of the Library, laws and regulations that govern the ownership of the gift and the library's ability to cover insurance and maintenance costs associated with the donation.

### **In-Kind Contributions**

- In kind contributions may be donations of goods, services or time, instead of cash. These donations may be accepted by the library if the contribution is central to the Library's mission and values.

### **Sponsorships**

- The library welcomes sponsorships of programs, projects and events from individuals and groups including, but not limited to, businesses and service organizations. Sponsorships must be approved by the Library Board. In assessing the suitability of a potential sponsor, the Board will consider the public image of the sponsor, its line of business and all of its products and services. Sponsorships will be accepted if an association between the potential sponsor and the Library aligns with the Library's mission, vision and values, and it will positively affect the public image that the Library has established in the community.

### **Valuation:**

- Income tax regulations leave the determination of a gift's monetary value to the donor. It is recommended that the donor make a list of items donated prior to donation.
- Donors wishing to have an appraisal of their gift done for income tax purposes should do so prior to donation.

### **Acknowledgement of Gifts**

- The Library will always recognize the receipt of monetary gifts with written acknowledgments. Notification of memorial or honorary contributions will also be sent to family of the person being recognized.
- The Library will also acknowledge receipt of donated items upon request;

### **Future Disposition of Gifts**

- Libraries used extensively by patrons can sustain losses due to wear and other causes. Resources with obsolete or misleading information may be discarded with time. The Library, therefore, cannot guarantee that any gift will be part of the collection or furnishings permanently.



### **Gifts to Staff and Trustees**

- Library staff and trustees will not accept gifts of any kind from vendors. Tips, must be refused or returned to the sender with an explanation that acceptance of gifts is strictly against library policy.