

<p style="text-align: center;"><b>Cromaine District Library</b> <b>Policy</b></p>	<p>Policy #6004 Page 1 of 2</p>
<p style="text-align: center;"><i>GIFTS TO THE LIBRARY</i></p>	<p style="text-align: center;"><u>Tracking Record</u> Date Approved: 12/11/03 Revised: 10/16/08 Reviewed: 10/14/09; 10/13/10; 10/12/11; 10/10/12; 10/17/13; 10/8/14; 10/14/15; 10/12/16; 10/11/17; 10/10/18; 10/17/19; 10/13/2020; 10/21/21;11/10/22;10/12/23</p>

**General**

The Cromaine District Library is grateful for gifts, and its collection has been enriched by donations of materials as well as contributions. Through donors, the Library has been able to acquire materials and equipment which could not have been purchased otherwise. The library staff can supply, upon request, a list of needed materials for consideration by the donor.

**Donations of Books and Other Library Materials**

In accepting a gift of materials, the Library reserves the privilege of deciding whether items donated should be added to the collection. Out of many books and other materials which residents so generously give, a considerable proportion can be used. Some cannot, because any library material, though of value in itself, may be a duplicate of an item already in the collection, outdated, or in poor condition. The material will be judged by the same standards of selection as those applied to the purchase of new materials. The Cromaine District Library accepts gift books and other materials with the understanding that items which are useful to the library collection will be retained and the others disposed of in whatever manner the librarian deems best.

**Donation of Equipment or Furnishings.**

Gifts of equipment or furnishings are subject to the acceptance by the Director. Criteria for acceptance will include the condition of the gift (preferably new or in excellent condition); compatibility with its intended location; care or maintenance requirements and consistency with the goals and objectives of the Library. Such gifts become the property of the Library and may be sold if not suitable for library use.

**Donation of Art Objects and Other Types of Materials**

Gifts of art objects, rare books or other miscellaneous items are subject to the acceptance by the Director and may be referred to the Board of Trustees for acceptance depending on the circumstances. Criteria for acceptance will include the suitability of the item, the amount of space required, the length of time to be displayed, if appropriate, and the degree of special handling needed. Such gifts become the property of the Library and may be sold if not suitable for library use.

## **Donations of Money or Assets**

The Board acknowledges the great importance of private gifts and donations to the library's development and growth. The Library welcomes cash contributions, and gifts of real property, stocks and bonds. It is our custom to expend cash gifts on materials, equipment, or a project that is acceptable to the donor. Although it is unlikely, there may be an occasion in which the restrictions set by the donor make it impossible for the Library to accept the contribution. All donations are subject to the approval of the Library Director with the support of the Board.

**Commemorative (Recognition) Gifts** – The Library welcomes monetary gifts for purchase of library materials given in commemoration of individuals or organizations. The names of the donor(s) and the individuals or organizations recognized by the gift will be listed on a bookplate, format permitting, and affixed to the material.

**Monetary Gifts** – The Library welcomes gifts of cash for the direct purchase of library materials and will try to accommodate the subject or title preferences of the donor. A book plate recognizing the donor will be affixed to the material if desired.

Substantial cash gifts and bequests will be handled by the Director, who, with the Board of Trustees, will work out terms of acceptance that are compatible with library policies, the donor's intent, and applicable laws.

**Donated Securities** – The Library will accept gifts of securities. Such gifts will be handled by the Director, who, with the Board of Trustees, will work out terms of acceptance that are compatible with library policies, the donor's intent, and applicable laws.

**Real Estate or Other Personal Property** – The Library will accept gifts of real property that support the mission of the library. Such offers will be handled by the Director, who, with the Board of Trustees, will work out terms of acceptance that are compatible with library policies, the donor's intent, and applicable laws.

## **Recognition of Gifts**

Commemorative gifts in any of the above categories may bear the name of the person being commemorated unless the donor requests it not be done. The plaque for the name shall be small, such as a 1" by 3" plaque for furniture and equipment. Gift books will bear a library designed gift plate. Exceptions requested by the donor must have prior approval by the Director, or, in certain cases, by the Board of Trustees.

## **Evaluation of Gifts**

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.