

## **GIFT POLICY**

### □ **GENERAL STATEMENT**

The Library greatly appreciates donations, gifts and memorials. Its collection has been greatly enhanced by many fine donations which have enabled the Library to acquire many materials that otherwise could not have been afforded.

### □ **SPECIFIC DONATIONS**

#### ▪ **DONATIONS OF BOOKS, PERIODICALS, PAMPHLETS, AND AUDIO/VISUAL MATERIALS**

Each year the Library receives numerous donations of materials and only a portion of them can be used by the Library. The item, though of value in itself, may be excluded for one or more of the following reasons:

It is not in compliance with the standards set in the materials selection policy, which has been developed to provide the Library with a balanced quality collection.

It is a duplicate of an item, which the Library already has, in sufficient number.

It is in physical condition, which does not justify the expense of cataloging and preparing it for circulation.

It is of insufficient reference or circulating value to the Library.

The final decision for inclusion of books, periodicals, pamphlets, and audio/visual materials rests with the Library Director and other professional librarians on staff.

- **DONATIONS OF ART OBJECTS AND OTHER TYPES OF MATERIALS**

The Library has received a number of fine art donations. Such gifts are usually welcomed and valued. Gifts of materials for exhibit may be accepted but will not be placed on permanent display in order to insure a variety of materials exhibited. The final decision for acceptance of art objects rests with the Library Director and the Board of Library Trustees.

- **DONATIONS - MONETARY AND OTHER**

Cash donations are welcomed. It is the policy of the Library to expend the cash on materials, equipment, or a project acceptable to the donor. Other donations such as equipment, stocks, etc. may be accepted, but would be subject to the approval of the Library Director and the Board of Library Trustees.

- **USE OF GIFTS**

In accepting a donation, the Library reserves the right to determine the manner in which it will be used. The Library cannot accept gifts with restrictions as to use, permanence or location. Once a gift is accepted, it becomes the property of the Library under the governance of the Board of Library Trustees and its policies.

The donor of any gift should understand that it might someday be sold or disposed of in the best interest of the Library. However, the donor should be assured that no donation shall be disposed of in a careless manner.

- **RECOGNITION OF GIFTS**

When an individual or group gives a cash donation to the Library for the purchase of books, periodicals or audio/visual materials, a bookplate naming the donor and/or an individual being honored will be placed within each item. A letter from the Library indicating receipt of the gift will be sent to the donor.

Cash gifts of \$500 and over will be acknowledged by placing the donor's name on the Library's gift plaques at the end of the calendar year. If cash donations are made up of several gifts, the individual gifts will be totaled at the end of the calendar year. The donor's name will appear only once a year on a plaque.

Gifts of fine arts, equipment, or items given as memorials may be acknowledged with a plaque. Generally, plaques will not be attached directly to a donated item.

Plaques may be hung in a designated plaque area. A letter from the Library indicating receipt of the gift will be sent to the donor. The final decision as to how a gift of this type will be acknowledged rests with the Board of Library Trustees.

□ **RECEIPTS**

The Library shall make no attempt to place a monetary value on the donation. However, upon request, it will issue the donor a receipt or letter acknowledging the donation.

□ **ACCEPTANCE OF POLICY**

When accepting donations of greater value, the Library may require the donor to sign an acceptance of policy form.

The Board of Library Trustees of the Bloomingdale Public Library will review the gift policy periodically, and reserves the right to amend it at any time.

Approved by the  
Board of Library Trustees

**ACCEPTANCE OF POLICY FORM**

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

I have read and understand the Gift Policy of the Bloomingdale Public Library.  
Further, I agree that the provisions are acceptable.

Signature of donor: \_\_\_\_\_

Signature of staff member: \_\_\_\_\_

Number of items: \_\_\_\_\_

Description of items: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*The original of this form goes to the donor and a duplicate will be retained by the  
Bloomingdale Public Library.*

**DONATION OF MATERIALS**

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

The above named has donated books and/or other Library materials to the Bloomingdale Public Library. This form will serve as a receipt for purposes of income tax deduction.

This donation is made with the understanding that such materials may be added to the Library's collection if they meet the criteria of the collection development policy. Donated items will not be returned.

Signature of donor: \_\_\_\_\_

Signature of staff member: \_\_\_\_\_

Number of items: \_\_\_\_\_

Description of items: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*The original of this form goes to the donor and a duplicate will be retained by the Bloomingdale Public Library.*