

Monroe County Public Library Gift Policy

Policy Statement

The Monroe County Public Library Board of Trustees encourages gifts to the library consistent with the Library's mission and policies. Donations are not intended to replace regularly budgeted Library expenditures, however, private resources can extend and enrich Library services.

Donations can also be made directly to the Library Foundation, a 501(c)(3) nonprofit organization. The foundation (commonly known as the Friends of the Library) exists to handle monetary gifts, gifts of materials, bequests, endowments, and other gifts of an enduring nature to support the Library's vital role in the community. Additional information about the Friends of the Library is available at mcpl.info/friends.

Acceptance of Gifts

- The Library accepts donations of materials on behalf of the Library Foundation. Only outright gifts in usable condition are accepted. Materials are added to the Library's collection as prescribed in the *Collection Development Policy*. Materials not added to the collection are typically included in book sales to benefit the Library.
- Unrestricted gifts of money are gratefully accepted by the Library to be used at its discretion. Unrestricted funds allow the Library to address its most pressing needs. The Library Director will consult with the Library Board of Trustees on the use of gifts greater than \$5,000.
- Gifts-in-kind (i.e., furnishings, equipment, art, and other decorative objects) and all gifts of consequence (i.e., real property, stocks, annuities, and large monetary gifts) will be considered individually and accepted at the discretion of the Library Board of Trustees, in consultation with the Library Director.
- The Library Board of Trustees and Library staff reserve the right to refuse any gift. Because the Library does not serve the function of a museum, gifts of items for permanent display or preservation are not normally accepted.
- Once a gift is accepted by the Library, it becomes the property of the Library, and may be disposed of accordingly. The gift will not be returned to the donor.
- All grants are approved by the Library Director. Grants are approved based on their ability to assist the Library in the pursuit of its mission.
- Those wishing to honor or memorialize a person or occasion through a gift may do so through the Library Foundation.
- Because monetary gifts with restrictions are expensive to handle, expend, and track, the Library does not accept restricted gifts directly. Any restricted gift of money must be made directly to the Library Foundation.

Donor Responsibilities

- The Library cannot assume the responsibility for estimating the value of donated materials for income tax or other purposes.
- Gifts to the Library are tax-deductible as provided by law. Donors should consult their tax adviser. The Library gift form, or the acknowledgment letter, serves as the donor's record and receipt.

Acknowledgment and Recognition of Gifts

- All gifts will be acknowledged in writing by the Library. Checks should have the donor's current address and be made out to "Monroe County Public Library."
- Gifts of materials are generally acknowledged only through the Library gift form, which must be filled out at the time of donation.
- Monetary gifts and gifts of consequence to the Library will be acknowledged by letter from the Library Director (or the director's designee). Gifts of consequence also will be acknowledged by a letter from the President of the Board of Trustees. Acknowledgments are sent to individuals whom donors wish to notify of the gift.

Policy Administration

- The Library Director is responsible for the administration of this policy.
- The Library Board of Trustees reserves the right to amend this policy at any time.

