

# Gift and Donation Policy

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## Baldwin Public Library Birmingham, MI

The Baldwin Public Library encourages gifts and donations, which will enhance library services. Monetary contributions are added to The Baldwin Public Library Trust for purchases beyond the means of the regular budget.

### I. Gifts of Materials

Gifts are accepted with the understanding that they become the property of the Baldwin Public Library upon receipt and that the Library may make all necessary decisions as to their retention, location, cataloging treatment and other considerations relating to their use and disposition. Donated books, nonprint materials and artworks, which are not suitable for the collection, are transferred to the Friends of the Baldwin Public Library for resale at their biannual book sales.

### II. Gifts of Money

A. General gift funds – Unrestricted monetary gifts will be used at the discretion of the Library Board of Directors to the best advantage of the library. Restricted monetary gifts will be accepted on the condition that the specific use requested is consistent with the mission of the Library and the Collection Development Policy. Gifts of money to purchase tribute or memorial books are always sought. A minimum of \$25.00 is needed to purchase a book. These gifts will be expended for the designated purpose with appropriate recognition. Gifts of less than \$25.00 are accepted to the General Gift fund to be used in conjunction with similar donations.

B. Endowment Funds – A named endowment fund may be established for large gifts that are intended for the continuing support of the library. These funds are established in perpetuity restricted by the donor's intent with the annual income used in accordance with the fund restrictions. A minimum of \$10,000.00 is needed to establish an Endowment Fund.

### **III. Gifts of Artwork, Furnishings or Personal Property**

While gifts of art and other collectibles are welcomed, the Library reserves the right to determine the location and display of these objects. The decision to accept the gift will be based on the suitability to the library's mission, décor, and the availability of space for display. Such gifts are accepted only on the condition that they may be sold, kept, given away or discarded at the discretion of the Library Board and/or the Library Director. The Library may request that an artwork be accompanied by a current appraisal of value and may request evidence of bona fide artistic importance, merit of the work and reputation of the artist. An appropriate deed of gift, or similar document transferring sole and exclusive ownership of the artwork to the library will be required. The Library, at its discretion, may also request evidence of provenance and present title to the artwork from the donor.

### **IV. Sponsorships**

The Library welcomes sponsorships of programs, projects and events from individuals and groups including but not limited to businesses and service organizations. The director must approve sponsorships. In assessing the suitability of soliciting or accepting potential sponsors, the Director will consider the public image of the sponsor, its line of business and all of its products and services. A sponsor may receive public recognition.

### **V. Receipt of gifts and sponsorships**

The Library Board of Directors will accept gifts and sponsorships. Gift items will be formally acknowledged if the donor wishes.

### **VI. Appraisals for Tax Purpose**

Neither the Board nor the Director will assess or suggest a value for non-monetary gifts for income tax or other purposes. The letter of acknowledgment will not contain a statement of value for donated items. All donations to the Library are tax deductible and provide tax benefits to the fullest extent of state and federal law. The library will provide a descriptive receipt upon request.

### **Gift and Donation Guidelines:**

Library materials such as books and media materials may be donated in honor of a friend or relative. These items are marked with a special bookplate. Proper notification will be sent on receipt of the gift in advance of the item being ordered.

Used books and paperbacks can sometimes be used in the library's collection. The library does not accept textbooks, books in poor physical condition, or used magazines. Items not needed by the library are sold at a book sale sponsored by the Friends of the Baldwin Public Library.

The library may or may not accept donations of specialized collections. The Library Director, based on recommendation from the staff, will make a decision on an individual basis.

The library applies the same criteria for evaluating gift items as it applies to purchased material. Gifts will be withdrawn in the same manner as purchased material. The library does not accept responsibility for notifying donors of withdrawal or replacement of gift items.

No gifts are accepted unless given to the library without restriction. All gifts may be utilized, sold or disposed of in the best interest of the library. All donations are accepted only if the Library Director feels the Library can utilize them.

Staff will not accept gifts of any kind from members of the public except for plants or edible gifts such as cookies; candy etc. which can be placed in the department and shared by the whole staff. All other gifts must be refused or returned to the sender with an explanation that acceptance of gifts is strictly against Library policy.

All donors and sponsors are asked to complete either a trust form or a sponsorship form.

Policy adopted April 17, 2006