

## **Gift Policy**

The Pearle L. Crawford Memorial Library welcomes gifts of library materials, money, or personal property that enrich and improve Library resources.

In order to encourage private support for the Library, while insuring that all gifts are appropriate to its Mission, the Board of Trustees of the Pearle L. Crawford Memorial Library (the "Board") has adopted these guidelines.

### **Books and Materials**

Gifts of library materials (books, magazines, DVDs, etc.) donated to the Library are examined by library staff to determine if they will be added to the collection. Materials will be accepted and withdrawn subject to the same criteria as purchased material. The cost of processing, availability of space, and the physical condition of the item are also factors in the selection process.

Books and other materials may be accepted with the understanding that the Library reserves the right to add them to its collection, donate them to the Friends of the Library, distribute them to other libraries, or discard them. Materials must be in good physical condition and have not been exposed to mold, mildew or any other harmful materials. Donated materials will not be returned to the donor. Proceeds from the Friends of the Library Book Sales are used to support Library programs and services.

The Library does not accept responsibility for notifying donors of withdrawal or replacement of gift items.

### **Monetary Donations**

Unrestricted monetary gifts will be used at the discretion of the Board in accordance with this gift policy. Monetary gifts given without restriction will be utilized to purchase materials or equipment, support Library programs, or in other ways that the Board deems appropriate.

Monetary gifts offered with specific restrictions, including endowment funds, require Board approval of such restrictions before the gifts are accepted by the Board. Restricted donations will be accepted on the condition that the specific use requested is consistent with the goals and objectives of the Library.

If a donor wishes to make a substantial gift, please contact the Library Director.

### **Personal Property**

Gifts of items for permanent display or preservation are not normally accepted. The Library can however, accept such items when all of the following criteria are met:

- The item is specifically and clearly related to the Library or local history, or otherwise serves the library's strategic directions and/or Mission.
- There is adequate and appropriate space to display and/or house the item.
- The item can receive proper care and attention.

All personal property, art objects, paintings, prints, maps, antiques and other collectibles, if accepted, are accepted only on the condition that they may be sold, kept, given away or discarded at the discretion of the Board and/or the Library Director. Specific requests for the disposition of an item will be taken under advisement by the Board, and the gift will be returned if the request is not deemed to be suitable to the goals and objectives of the Library. An appropriate deed of gift or similar document transferring sole and exclusive ownership of the item(s) to the Library will be required. Any proceeds derived from the disposal of a gift may be used by the Library in a way consistent with the original gift.

### **Acknowledgements**

The Library attempts to acknowledge each gift with a letter or receipt. Gifts will be formally acknowledged if requested by the donor.

To remain in compliance with the current tax law, the U.S. Internal Revenue Service prohibits libraries from being involved in the appraisal process. The responsibility for the appraisal or the estimation of the value of gift donations lies with the donor. The Board or Library Director will not assess or suggest a value for non-monetary gifts for income tax or other purposes; any letter of acknowledgement will not contain a statement of value.

Gifts that do not further the Mission of the Pearle L. Crawford Memorial Library, or which would result in the incurrence of excessive expense or administrative support, are subject to acceptance or refusal at the discretion of the Board and/or the Library Director.

### **Gifts to Library Staff**

Individual Library staff cannot accept valuable gifts or any form of currency for the services they provide as library staff. Patrons are encouraged to make contributions to the library as a whole, or provide a gift that all staff can enjoy equally. This policy is to ensure that staff will treat all members of the public equally, and that no preferential treatment is shown or expected.

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*Approved by the Board of Trustees of the Pearle L. Crawford Memorial Library on January 12, 2012;  
Revised April 12, 2012*