

Effective Date: July 2004

### **Gifts to the Library Policy**

#### **Materials in General**

Gifts of library materials (books, DVDs, etc.) will be accepted and added to the Seymour Library collection if they meet the criteria of the Library's collection development policy or donated to the Friends of the Seymour Library for their book sale.

#### **Subscription**

Gift subscription periodicals will be evaluated by the Director to determine their suitability for adding to the collection.

#### **Return of Items**

Upon the Library's acceptance of a gift, it becomes property of the Library.

#### **Recognition Gifts**

The Library welcomes monetary gifts for purchase of library materials (books, DVDs, etc.) given in recognition of individuals or organizations and will try to accommodate the subject or title preferences of the donor. A bookplate recognizing the donor will be affixed to the material if requested.

#### **Monetary Gifts**

Cash offerings, securities, and bequests will be managed by the Director and the Board of Trustees, who shall work out terms of acceptance that are compatible with Seymour 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 Seymour Library. Such offers will be handled by the Director and the Board of Trustees, who shall determine the suitability of the gift and work out terms of acceptance that are compatible with Seymour Library policies, the donor's intent, and applicable laws.

#### **Valuation**

If requested, the Library will provide a receipt of gifts. In accordance with income tax regulations, the Library will leave value determination of the donation to the donor.

### **Gifts to the Library Procedure**

#### **Gifts of Money**

- All monetary donations to the Seymour Library will be routed to and recorded by the Library's bookkeeper who will then deposit it in the appropriate bank account
- The bookkeeper will keep a log of all monies received
- The bookkeeper will acknowledge each monetary donation with a thank you note to the donor
- An acknowledgement note to a third party will also be sent by the bookkeeper if requested by the donor

- If requested, the names of the donor(s) and the individuals or organizations recognized by the gift will be listed on a bookplate and affixed to the material

**Gifts of Materials**

- If requested by the donor, staff will provide the donor with a Seymour Library Donation of Materials form.
- Staff will check the library catalog to ascertain whether the Library owns a copy of the donated material. If the Library owns the material, staff will check the original material owned by Seymour Library for condition. If the material is damaged, the duplicate (donated) material may be used to replace the damaged material or used to supplement the Library collection
- If the Seymour Library owns the book and/or if it doesn't reflect the Seymour Library's collection development policy for that genre and age group, the material may be placed in the Friends of the Seymour Library book sale

**Gifts of Real Estate**

- Gifts of real estate or other personal property will be handled by the Director and the Board of Trustees, who will determine the suitability of the gifts and work out terms of acceptance that are compatible with Library policies, the donor's intent and applicable laws

**Adopted:** July 2004

**Revised:** October 2016

**Reviewed:**