



Policy #400-2

Adopted Date: July 2004

Revised Date: June 2021

### Gifts to the Library Policy

#### MATERIALS IN GENERAL

Gifts of library materials will be accepted and added to the Seymour Library collection if they meet the criteria applied by the Library Director of the Library's Collection Development Policy (#700-1) or donated to the Friends of the Seymour Library for their book sales if appropriate.

#### SUBSCRIPTIONS

Gift subscription of periodicals and databases 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.

#### MONETARY AND RECOGNITION GIFTS TO SEYMOUR LIBRARY

Cash offerings and bequests with a value of five thousand dollars or less are managed by the Library Director. Such gifts in excess of five thousand dollars are managed by the Library Director and Board of Trustees, who shall work out terms of acceptance that are compatible with Seymour Library policies, the donor's intent, and applicable laws. The Library welcomes monetary gifts for purchase of library materials 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.

#### REAL ESTATE OR OTHER PERSONAL PROPERTY

The Library will accept gifts of securities, real property, and other properties such as computers, tools, etc. that support the mission of 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. An environmental study is required prior to acceptance of real estate.

#### 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

- The Library Directory or designee will retain a log of all monetary donations to the Seymour Library. The log will include the donor's name, contact information, date received, and any donor restrictions as to use. The monetary donation 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 on behalf of the library.
- 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 does not 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 if appropriate.

## 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:** June 2021  
**Reviewed:**

# Donation of Materials Form

TO BE COMPLETED BY DONOR:

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

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

City/State/Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

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

I (we) hereby irrevocably and unconditionally give, donate, transfer, and assign to the Seymour Public Library by way of gift all right, title and interest in, to and associated with the material(s) described, to be used by the Seymour Public Library at its unrestricted discretion.

I (we) affirm that I (we) own said material(s) and that to the best of my (our) knowledge I (we) have good and complete, right, title and interest to give.

I (we) agree that the material(s) will become part of the exclusive and absolute property of the Seymour Library and that the item(s) may be managed with no restrictions on its (their) use or disposition.

The Seymour Public Library may use the material(s) in any way the Seymour Public Library determines congruent with its policies.

The bottom portion of this form (underneath the dotted line) will serve as a receipt for purposes of income tax deduction. The Internal Revenue Service has advised the Seymour Library that it is the responsibility of the donor to determine the fair market value of the donation.

Donor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return top portion of this form to Library Director. Give bottom portion to donor.**



To be completed by donor:

Description of Items Donated to the Seymour Library, 161 East Avenue, Brockport, NY 14420.

Please note: The IRS has advised the Seymour Library that it is the responsibility of the donor to determine the fair market value of the donation.

To be completed by library staff:

Date of Donation: \_\_\_\_\_ Received by (library staff initials): \_\_\_\_\_