

## **BOARD OF TRUSTEES POLICY**

### **Gift Policy #8**

**Original: May 24, 2012**

**Revised: September 23, 2016**

**Reviewed: October 2021**

**Tipp City Public Library  
11 E. Main Street  
Tipp City, OH 45371**

The Tipp City 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.

### **Acceptance of Gifts**

1. The library accepts donations of materials. 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 typically will be forwarded to the Friends of the Library for inclusion in book sales to benefit the Library.
2. Unrestricted gifts of money are accepted by the Library to be used at Library's discretion. Unrestricted funds allow the library to address its most pressing needs. The Director of the library will consult with the Library Board of Trustees on the use of gifts greater than \$2,000.
3. Those wishing to honor or memorialize a person or occasion through the gift of a library purchase may do so using the library's gift form. Requests for specific materials will be evaluated in connection with the Collection Development Policy.
4. Restricted gifts, 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 reserves the right to direct gifts of consequence to the Tipp City Library Endowment Fund held by the Tipp City Area Community Foundation.
5. All grants are approved by the Director. Grants are approved based on their ability to assist the library in pursuit of its mission.
6. The Board of Trustees and Library staff reserves 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.
7. Once accepted by the Library, the gift becomes the property of the Library, and may be disposed of accordingly. The gift will not be returned to the donor.

## **Donor Responsibilities**

1. The library does not assume the responsibility for estimating the value of donated materials for income tax or other purposes.
2. Gifts to the Library are tax-deductible as provided by law. Donors should consult their tax adviser. An acknowledgment letter will be sent by the Library to serve as the donor's record and receipt.
3. A letter may be submitted by donors to express preferences regarding use of gifts. Donor preferences will be given first consideration.

## **Acknowledgment and Recognition of Gifts**

1. All gifts will be acknowledged within a reasonable period of time in writing by the Library, provided that complete contact information is submitted with the gift.
2. Acknowledgments also may be to individuals whom donors wish to notify of the gift.
3. The Tipp City Public Library Board of Trustees in consultation with the Library Director will determine appropriate levels of recognition commensurate with contributions. Public recognition of a donor beyond the inclusion in any donor recognition societies will occur only with the permission of the donor.

## **Policy Administration**

1. The Director is responsible for the administration of this policy.
2. The Tipp City Public Library Board of Trustees reserves the right to amend this policy at any time.
3. The Library will not sell or otherwise provide lists of its donors to other organizations, except for the purpose of providing acknowledgement or recognition of a gift.
4. No employee of the Library shall benefit personally from the solicitation of gifts on behalf of the Library.