

Gift Policy

Approved By: Board of Library Trustees

Approval Date: October 24, 2006

Effective Date: October 24, 2006

The Suffern Free Library (the Library) welcomes (and actively solicits) gifts of money, library materials, equipment, furnishings, and other property from businesses, organizations, and individuals at the discretion of the Library Director under the following conditions:

1. **Acceptance.** The Library accepts gifts with the understanding that the gift becomes the property of the Library and is subject to disposition at the Library's discretion. Generally, gifts or donations made with restrictions are not accepted by the Library. Exceptions can be made only with the approval of the Library Board of Trustees. 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 determines that they can be utilized by, or benefit the Library. The Library reserves the right to decline any gift that interferes with its ability to fulfill its mission or that unduly encumbers the Library.

Board consideration and majority vote approval is required for the following types of gifts:

- Gifts of art or other valuables that will encumber the Library either financially or administratively.
- Securities that are not readily marketable. These may include closely held stock, limited partnership interests, joint venture interests and other forms of investments that may not fall into the marketable securities category.
- Real estate. Every proposed gift of real estate must be examined on its individual merits, including, but not limited to, the title to the property and its insurability, the results of environmental investigations, and marketability. A current appraisal completed by a qualified appraiser must be provided by the donor.
- Gift annuities.
- Charitable Remainder or Lead trusts.
- Named endowment funds.
- Gifts that may encumber the library either financially or administratively. Examples are gifts of books given under the condition that they be placed in the collection, gifts of art given on the condition that it be displayed in the library, or cash given to create a new library program.

2. **Acknowledgment.** The Library will indicate its appreciation to the donor by either written or verbal communication. Public acknowledgement of a donation will be made only with permission by the Library Director and the wording of an acknowledgement is determined by the Library Director. Donated books may carry the name of the donor on a gift bookplate, if the donor wishes. Other gifts may be acknowledged with plaques, if appropriate.

3. **Receipt.** Upon request by the donor, the Library will acknowledge in writing receipt of all gifts and specify the type and quantity of the gift for the donor's records.
4. **Tax Deduction.** Gifts to the library are tax-deductible as provided by law.
5. **Appraisal.** The Library will not appraise or estimate the value of gift donations for the donor's tax purposes. The responsibility for such assessment lies with the donor.
6. **Use:** Gift materials will be judged by the same materials selection standards that apply to purchased materials.
7. **Donor Restrictions.** Generally, donors may not place restrictions on gifts or donations. The Board of Trustees can approve a gift or donation made with restrictions under the following conditions:
 - The restriction must be one considered compatible with the overall mission of the Library.
 - The restriction shall not impede the ability of the Library to acquire gifts from other sources.
 - The restriction shall not place undue burden on the Library's resources.
 - The restriction shall not subject the Library to adverse publicity.

Types of Gifts

Monetary Gifts (including financial securities, planned giving and bequests): The Library encourages gifts of cash not earmarked for specific items in order to permit the most flexible use of the donation for the enrichment of the library program. Unrestricted monetary gifts will be used at the discretion of the Library Director in accordance with this gift policy and/or the Library's *Materials Selection Policy*. Monetary contributions are administered by the Library Director for purchase of materials or programs not included in the normal operating budget. Cash and checks should be sent to the Library Director. Checks should be made payable to the Suffern Free Library.

Library materials (books, magazines, tapes, DVDs, etc.): Library materials may be accepted with the understanding that the Library reserves the right to add them to its collection, distribute them to other libraries, donate them, sell them or discard them.

Any gift considered by the Library for inclusion in the library's collection is subject to the following conditions:

1. Gift additions of library materials must meet the same selection criteria as purchased materials. If a gift is offered, processing costs and use of shelf space are considered before the gift is accepted.
2. If the only purpose of the donation is to add it to the library

collection, the donor must make this desire known upfront. The Library Director must approve the gift. If the item(s) cannot be added to the library's collection, the Library will contact the donor who may choose to reclaim the item(s).

3. The Library retains unconditional ownership of an accepted gift. No gift will be returned to the donor.

4. The Library reserves the right to decide the conditions of display, housing and access to the material.

5. When gift items are withdrawn from the collection, the Library will not notify the donor of the withdrawal. The Library will not automatically replace worn-out or lost gift items.

Donated items that cannot be added to the Library's collection will be placed into the library's book sale and proceeds will be used to enrich library services. Unsold items are recycled or discarded.

All personal property, art objects, portraits, 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 Library Director. However, 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.

Furnishings and Equipment: The decision as to the acceptance of furnishings and equipment shall be made by the Library Director. Among the criteria on which the decision shall be based is need, space, impact on staff time, and expense and frequency of maintenance.

Landscaping: The decision as to the acceptance and location of gifts of landscaping items shall be made by the Library Director. The major criterion on which the decision shall be based is the appropriateness of the offered gifts to the landscaping plan for the building.

Exterior Ornamentation: The decision as to the acceptance and location of gifts of exterior ornamentation, sculpture and signage shall be made by the Library Board of Trustees on the advice of the Library Director.