

Sidney Memorial Public Library	Manual Name: Public Policy
Policy Name: Gifts/Donations	Date Effective: 9/11/24
Section: Other Policies – V E	Date Created/Revised: 9/11/24

Rationale

The purpose of this policy is to establish guidelines and procedures for receipt, management, and disbursement of funds and like donations received by the Library as gifts.

Policy Statement

The Library encourages the interests and involvement of residents and organizations through contributions of monetary gifts and bequests, trusts, or other assets for Library purposes. These donations allow the Library to provide and enhance services in ways not financially possible within the current city operating budget.

Gifts and Donations Policy

The Sidney Memorial Public Library welcomes gifts of money and materials that promote the mission of the Library. A donation to the Sidney Memorial Public Library helps us bring our collections to life through lectures, classes, programs, events, and more. A contribution to the Library will be used in a way that will best serve Sidney Memorial community members, and to further develop the Sidney Memorial Public Library as a dynamic force in our community. The Library reserves the right to refuse any gift that the Board of Trustees deems to not be in the best interest of the Sidney Memorial Public Library to accept. If a gift is accepted by the Library, no restriction on the Library's possession or use of the gift shall be in effect.

Recognition Policy

The Sidney Memorial Public Library acknowledges and recognizes the generosity of an individual or group. Donations accepted by the Board are subject to the following policy:

1. Buildings and interior areas may, at the discretion of the Board of Trustees, have individual or group donor names attached to them.
2. A plaque designating the name of a substantial contributor may be attached to an internal or external area or building of the library. The Board of Trustees shall determine the design, size, and location of all plaques and designations.
3. Plaques and other designations may be granted for individual gifts of \$20,000 and above.
4. In the case of a major project or renovation, a single plaque containing the names of all substantial donors, amounts and donor categories as defined in the project plan by the Board of Trustees, may be attached to a building or area.
5. The Board of Trustees reserves the right to initiate, decline, terminate, or alter any designation for recognition. The Board of Trustees reserves the right to move and display plaques in archival conditions as necessary.
6. The Board of Trustees will review this policy and reserves the right to change it as needed.

Monetary Donations

Monetary donations generally fall into two categories:

- **Bookplate Program:** Including books and other materials for the collection. This is a gift of cash made specifically for the purpose of buying books and other library materials for the collection. Donations made to the Library for \$30 and under will go to supporting our physical or virtual collections. While the Library welcomes bookplate gifts designating funds for specific audiences or types of materials in the collection, designating funds for specific titles cannot be accommodated. Bookplates will be affixed to titles purchased with these funds, as requested by the donor.
- **Community Engagement:** To support creative and innovative ideas, programs, and services. These funds can be used to support programs and services for adults, teens, or children. The Director will determine the best use of these funds.
 - Gifts that restrict the Library's use of funds for specific programs or services are not recommended. Contact the Library Director to discuss options for your donation.
 - All gifts of money will be acknowledged.

Legacy Gifts and Trusts

A legacy gift has the potential to impact generations of Sidney Memorial residents. By leaving the Sidney Memorial Public Library a gift in your will, you will provide the Library with a critical source of long-term funding. Trusts and Legacy Gifts must be approved by the Board of Trustees. Contact the Library Director to discuss establishing a Trust.

Art and Artifact Donations

Sidney Memorial Public Library appreciates offers to donate art or artifacts. Acceptance of art and artifact donations is at the discretion of the Director and Library Board of Trustees. As space for display and storage is limited and the acquisition of art and artifacts are not primary purposes of the library, there are conditions and considerations under which art or artifacts will be accepted.

Art and Artifact Policy

The following conditions, among others, will be considered in the decision to accept works of art and artifacts:

For Art:

1. Relation of the subject or the artist to the library, Sidney Memorial, or its environs
2. Size, condition and media of the work
3. Reputation of the artist
4. Inclusion of copyright permission for the artwork
5. Restrictions or stipulations on the disposition of the art
6. Provenance or other documentation of the work

For Artifacts:

1. Relation of the artifact to the library, Sidney Memorial, or its environs
2. Size and condition of the artifact and what it's made of
3. Restrictions or stipulations on the disposition of the artifact

4. Provenance or other documentation of the artifact.

The donor or his/her lawful agent must complete a Deed of Gift form before a gift can be accepted.

Sidney Memorial Public Library legally cannot provide an appraisal or estimate of value on any tangible property for tax purposes. The Trustees will provide a letter acknowledging the gift and, upon request, describing the object donated for the donor's records.

Any object accepted may be kept, displayed, sold, donated, returned or discarded at the discretion of the Library Trustees.

Donors should be aware that the library does not maintain separate insurance on donated works, and that library staff are not trained in the conservation of art works or artifacts. Any art work or artifact donated for the purpose of sale to support the library will be returned to the donor if it is not sold as planned.

Donation Procedure

Please fill out a Donation Form or a Deed of Gift form to accompany your contribution. All donations should be directed to the Director. Checks should be written out to the Sidney Memorial Public Library.

Donations of Materials

The Sidney Memorial Public Library does not accept donations of textbooks, Reader's Digest, VHS tapes, or encyclopedias.

All donations to the Sidney Memorial Public Library are tax deductible.

Books and Materials

The Sidney Memorial Public Library will accept gifts of books and other materials with the understanding that such gifts will be added to the collection only if they meet the same standards required of purchased materials. Gift materials which do not meet those standards, those that are out of date, unneeded duplicates of owned items, or those in a format unsuitable for library use will be returned to the donor, given to other organizations, sold, exchanged or recycled. The Sidney Memorial Public Library does not accept donations of textbooks, Reader's Digest, VHS tapes, or encyclopedias.

Equipment & Furnishings

The library director shall make acceptance of equipment and furnishings. Among the criteria on which the decision shall be based are need, space, and expense and frequency of maintenance.

Donations of Money, Real Estate, Securities, or Personal Property

Persons desiring to make a gift of money, real estate, securities or personal property (including art objects) to the Sidney Memorial Public Library either during their lifetime or in their will may do so by making the gift in the name of Sidney Memorial Public Library. These donations are to be held, controlled, disposed of, or refused by the board of trustees according to the terms of the deed or gift.

Landscaping

The library director and Library Board of Trustees shall make the decision as to the acceptance and location of gifts of landscaping items. The major criterion on which the decision shall be based is the appropriateness of the offered gift to the landscaping plan for the buildings.

All non-monetary gifts may be subject to disposition at some point. Books and materials will be disposed of in the same manner as purchased books and other material. All gifts to the Sidney Memorial Public Library become the property of the library and appropriate disposition procedures shall be followed.

Gift Recognition Policy and Procedure

The Sidney Memorial Public Library acknowledges the great importance of private gifts and donations in memory of a deceased loved one, to honor a living person, or in celebration of an event. It is desirable and essential to publicly recognize these contributions.

1. A note of appreciation from the library shall recognize gifts of a value of less than \$200. When memorial gifts are received, cards of acknowledgement shall be sent to the surviving family member(s) specified by the donor.
2. A letter of appreciation from the library shall recognize gifts of \$200-499.
3. Gifts of \$500 or more shall be acknowledged and recognized on an individual basis acceptable to the donor and in a manner appropriate for the gift.

Approved by Board:
9/11/24.