

Town of Pelham Public Library

Gift Policy

The Town of Pelham Public Library believes that private giving plays an important role in extending and enriching the services of the Library. The Library accepts gifts (including financial securities) at the discretion of the Library Director and/or Board of Trustees under the following conditions:

Unrestricted monetary gifts will be used at the discretion of the Library Director and/or Library Board in accordance with this gift policy and/or the Library's Mission Statement, Collection Development Policy or any other relevant planning document(s).

Restricted monetary gifts will be accepted on condition that the specific use requested is consistent with the mission, goals and objectives of the Library. A restricted gift must be approved by a vote of the Library Board, pursuant to New York State Education Law sec. 257. Gifts that may result in ongoing costs to the institution, such as staffing or special maintenance, will also require Library Board approval.

Memorial gifts may be refused if an expenditure of library funds, and/or staff time, is necessary to make the gift usable. The Library does not guarantee the purchase of specifically identified titles with such funds. Donors do not have the right of approval of titles before purchase, however, donors are encouraged to recommend subject areas if desired.

Gifts of Library materials (books, magazines, tapes, etc.) may be accepted with the understanding that the Library reserves the right to add them to its collection, or distribute, donate, sell or discard them. Gift materials shall meet the same selection standards as purchased materials. The Library reserves the right to determine its retention, location, cataloging treatment, and other considerations related to its use, maintenance, or removal.

All gifts, upon acceptance and receipt by the Library, become the property of the Library. All personal property, including but not limited to, art objects, portraits, antiques and other collectibles, shall be accepted only on condition that they may be sold, kept, given away or discarded at the discretion of the Library Board and/or the Library Director.

The Library reserves the right at all times to dispose of any gift without notification to the donor, if in the judgment of the Library Director, or his/her designee, such item no longer serves the purposes of the library. The Library will not automatically replace worn or lost gift items.

Acknowledgement

The Library attempts to acknowledge each gift with a letter or receipt, and a gift will be formally acknowledged if requested by the donor.

Recognition of Gifts

Library bookplates will be placed in library materials purchased with gift funds, format permitting. Programs and services made possible by gift funds will include recognition of such benefactors in the supporting literature. Recognition of gifts may also be made through the library's newsletter and/or Web site, or announcement in the local newspaper. A plaque may be made to recognize property purchased with gift funds exceeding ten thousand (\$10,000) dollars.

Valuation

The Library is unable to appraise or estimate the value of gift donations. The responsibility and cost for such assessment lies with the donor, and the Library recommends that donors consult with their attorneys and/or tax advisors. The Library is a tax-exempt 501(c)(3) organization.

Approved 10.03.07