

Pine Plains Free Library

IV. C. Gifts

General

The Pine Plains Free Library is grateful for gifts, and its collection has been enriched by donations of materials as well as contributions. Through donors the library has been able to acquire materials which could not have been purchased otherwise.

The Pine Plains Free Library encourages community participation and gratefully accepts the donation of individual time and talent to enhance library programs.

The Library will not affix a value for income tax purposes to any non-monetary or in-kind gift accepted. This is the responsibility of the donor. The Library will, however, on request, acknowledge the gift by letter or a specific form to specify the type, and quantity, condition, etc., of the gift for the donor's records.

Donation of Materials

In accepting a gift of materials, the library reserves the right to decide whether items donated should be added to the collection.

Out of the many books and other materials which citizens so generously give, a considerable proportion can be used. Some cannot, because any library material, though of value in itself, may be:

- a duplicate of an item of which the library already has in sufficient number;
- outdated--interesting but not sufficient as a present reference or in circulating value to the library; and/or
- in poor condition--which would not justify the expense of processing it, i.e. cataloging and preparing it for circulation.

Donated items that cannot be added to the library's collection will be discarded, given to other libraries, or placed into the Friends of the Library book sale.

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

The material will be judged by the same standards of selection as those applied within the Material Selection Policy. The Library necessarily reserves the right to interfile gifts with other collections on the same subject, so that all collections are organized and classified according to library standards for the best public service.

Gift Program

The Library welcomes monetary contributions specifically for purchases in memorial to or in honor of named individuals or reserved for the community in our Adopt-A-Book, Author, or DVD program. In order that the Library can properly honor the gift, a special form to record the information is used and should be completed.

Donation of Art Objects and Other Types of Materials

Although such gifts are usually welcomed and valued, final decision on their acceptance rests with the Library Director and the Board of Trustees.

Donations - Other

The Library welcomes cash contributions, gifts of real property, stocks, and bonds. Funds not earmarked for specific items will be deposited in appropriate accounts. Although it is unlikely, there may be an occasion in which the restrictions set by the donor make it impossible for the library to accept the contribution. All donations are subject to the approval of the Library Director and the Library Board of Library Trustees.

Recognition of Gifts

Non-monetary Recognition - The Board may choose to name a portion or portions within the library to honor and recognize an individual or a group of individuals whose time, talents, and spirit embodies the philosophies of public library service.

Monetary Recognition - Naming may occur within the library in exchange for donor gifts in accordance with associated fundraising. For material gifts to the library, the library may place within the item the name of the donor, if desired.

Extraordinary gifts may be recognized through extraordinary means.

Although it is the Board's intention that donor names be visible, the board cannot guarantee the names will be posted in perpetuity.

Adopted: March 11, 2008

Revised: May 20, 2013