

# Gift Policy

## Monroe County Public Library Gift Policy

### Policy Statement

The Monroe County Public Library (MCPL) 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.

Donations can also be made directly to the Monroe County Public Library (MCPL) Foundation, a 501(c)(3) nonprofit organization. The foundation (commonly known as the Friends of the Library) exists to handle monetary gifts, gifts of materials, bequests, endowments and other gifts of an enduring nature to support the Library's vital role in our community. Additional information about the Friends of the Library is available online at [www.mcpl.info/friends](http://www.mcpl.info/friends) ..

### Acceptance of Gifts

1. The library accepts **donations of materials** on behalf of the MCPL Foundation. 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 are included in booksales to benefit the library.
2. **Unrestricted gifts of money** are gratefully accepted by the library to be used at its discretion. Unrestricted funds allow the library to address its most pressing needs. The director of the library will consult with the MCPL Board of Trustees on the use of gifts greater than \$5,000.
3. **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 MCPL Board of Trustees, in consultation with the library director.
4. The MCPL Board of Trustees and library staff reserve 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.
5. Once a gift is accepted by the library, it becomes the property of the library, and may be disposed of accordingly. The gift will not be returned to the donor.
6. All **grants** are approved by the director of the library. Grants are approved based on their ability to assist the library in pursuit of its mission.
7. Those wishing to **honor** or **memorialize** a person or occasion through the gift may do so through the MCPL Foundation.
8. Because monetary gifts with restrictions are expensive to handle, expend, and track, the library does not accept restricted gifts directly. Any restricted gift of money must be made directly to the MCPL Foundation.

### Donor Responsibilities

1. The library cannot 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. The library gift form, or the acknowledgment letter, serves as the donor's record and receipt.

### Acknowledgment and Recognition of Gifts

1. All gifts will be acknowledged in writing by the library. Checks should have the donor's current

address and be made out to "Monroe County Public Library."

2. Gifts of materials are generally acknowledged only through the library gift form, which must be filled out at the time of donation.
3. Monetary gifts and gifts of consequence to the library will be acknowledged by letter from the library director (or the director's designate). Gifts of consequence also will be acknowledged by a letter from the president of the board of trustees. Acknowledgments are sent to individuals whom donors wish to notify of the gift.

Policy Administration

1. The library director is responsible for the administration of this policy.
2. The MCPL Board of Trustees reserves the right to amend this policy at any time.

*Approved by the Board of Trustees , June 12, 2003*

*Effective September 1, 2003, Revised November 18, 2015*

Updated November 19, 2015