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Town of Gainesville Public Library, Silver Springs, New York

## **GIFTS AND DONATIONS POLICY**

The Town of Gainesville Public Library ("the Library") strives to remain at the heart of this community. We appreciate the generosity of those who wish to donate to the Library, regardless of the form of the donation.

The Library's small physical size and limited financial means impose restrictions on our ability to administer donations that would, if accepted, be subject to restrictions or conditions.

The purpose of this policy is to encourage community generosity while avoiding misunderstandings and costly administration.

Accordingly, except as specifically authorized by the Library's Board of Trustees, the following policies shall apply to every gift or proposed gift:

- Every proposed gift shall be subject to acceptance by the Library in its sole discretion.
- Every accepted gift shall become the sole property of the Library, to be used or disposed of by the Library in its sole discretion.
- The Library will not provide appraisals of any gift or proposed gift.
- At the Library Director's discretion some indoor and/or outdoor plants may be considered but the Library will not accept any proposed gift that is alive – e.g. animals, or other flora or fauna.
- At its discretion, the Library may or may not accept a proposed gift that comes with conditions, restrictions, or other "strings attached".
- If a proposed gift consists of a book or other item, or funds to buy a book or other item, a bookplate or similar marking may be placed on the item(s).
- If a proposed monetary gift is for \$1000 or more, the donor's name or the person to be memorialized may be inscribed on a plaque if in keeping with the donor's wishes.
- All communications regarding gifts or proposed gifts must go through the Library Director.

Adopted by the Board of Trustees: *November 14, 2022*