

Gift and Donation Acceptance Policy

Approved 3/15/2016 pfp

The purpose of this policy is to establish guidelines and regular procedures for management and disposition of funds or other properties received by Decatur Public Library as gifts. The Decatur Library Foundation Board encourages and appreciates all monetary gifts, donations, endowments, bequests, trusts or other assets for Library purposes to provide and enhance services in ways not financially possible within the current annual operating budget.

Direct Monetary Donations—The Library welcomes gifts of cash or stock, to be directed to Decatur Library Foundation.

Materials—Gifts of miscellaneous books or materials in good condition are accepted with the understanding that items that are not added to the collection will be disposed of at the discretion of the Library Director.

Collections—Gift collections will be accepted only by the Director and with the understanding that the collection may not be kept intact.

Memorial, Honorarium or Recognition—The Library welcomes monetary gifts for purchases of materials to honor, memorialize, recognize or commemorate an individual or organization, to be directed to Decatur Library Foundation.

Real Estate or Other Personal Property—The Library welcomes and accepts gifts of personal property and real estate. Such offers will be handled on a case-by-case basis by the Library Director, who in consultation with the City Council and/or Decatur Library Foundation Board as appropriate, will determine the suitability of the gift and terms of acceptance compatible with the Library's mission and policies, the donor's intent, and applicable laws.

Art and Decorative Objects—In general, gifts of art objects shall be of local interest to the community, of a professional quality, well executed and in good condition. No gifts that require extensive, regular special care or conservation will be accepted. No gifts posing a danger or threat to patrons will be accepted. The Library therefore cannot guarantee that the gift will be part of the collection or furnishings permanently.

Equipment and Furnishings—Donation of equipment and/or furnishings are appreciated if the item(s) satisfies a definite need or is deemed necessary for replacement, development of a program or establishment of a collection.

Gift Appraisal—The appraisal of a gift to the Library or the Library Foundation for tax purposes is the responsibility of the donor.

Bequest, Endowment and Estate Planning—Bequests, endowments, and inclusion in estate planning are welcome as they provide continuing support of the Library. The donor should consult with their attorney to establish these gifts, which should be directed to Decatur Library Foundation.

Programs—Monetary gifts may be dedicated to program support.

Major Contributions—Major contributions may be recognized with permanent plaques displayed in the Library.

Conditions—No gift will be accepted by the Library unless it is freely given to the extent that the Library may dispose of the gift as it sees fit (selling it, discarding it or giving it away, storing the gift or moving it to various locations, etc.).

All donations are irrevocable and will become the sole property of the Library. The Library Director shall determine how to best handle, utilize, shelve, display, sell or dispose of any item in the best interest of the Library. No conditions may be imposed on the Library in its acceptance of any gift or donation.

Gifts of cash, securities, real property and bequests that support the mission of the Library will be handled by the Director who, with the City Council and/or Decatur Library Foundation Board as appropriate, will work out terms of acceptance that are compatible with Library policies, the donor's intent, and applicable laws.

NOTE: The Decatur City Council must approve acceptance of any gift or donation valued at \$500 or more (except unrestricted donations of cash or library materials).

The Decatur Public Library reserves the right to accept or reject any gift.