



Gifts and Donations Policy-Romeo District Library

Policy Statement

The Romeo District Library welcomes gifts and donations that will promote the library's mission, programs and services. Because of generous donors, the library has been able to acquire materials, programs, and art work that would otherwise remain out of reach.

Nature of gifts:

1. Restricted gifts-Gifts given to the library will be used in strict accordance with the donor's wishes. Restricted gifts may be accepted for any library purpose such as library materials, furnishings, building, landscaping or programs. See Regulations below for clarification.
2. Unrestricted gifts - Unrestricted cash gifts will be deposited with library gift funds and will be used for library purposes. The use of such funds will be recommended by the library director and approved by the library board.

Regulations

1. Donated materials

- A. RDL makes the final decision on acceptance, use, or disposition of all materials, donations or gifts, and retains unconditional ownership of same. The staff will consider donated materials for possible addition to the library's collection using the same selection criteria as purchased materials.
- B. Materials not added to the collection or gifts may be given to the Friends of the Library for their used book sale. Proceeds from Friends' book sales go to support the library. (The Friends of the Romeo District Library are the primary fundraising vehicle of the library).
- C. Appraisal of non-cash donations are the responsibility of the donor.

2. Cash donations

- A. Checks must be made payable to the Romeo District Library. In no event shall a check be made payable to an individual who represents the library in any capacity.

- B. Gifts to the library, a governmental unit, may qualify as a federal tax deduction and as a Michigan tax credit. Donors must consider their particular circumstances for the specific effect and should consult with their tax advisors
- C. When the library receives a cash gift for the purchase of materials, whether as a memorial or for any other purpose, the general nature or subject area of the materials to be purchased will be guided by the wishes of the donor. The library staff, however, will choose specific titles and retain the right of final decision.
- D. Special collections and memorial collections will not be shelved as separate physical entities. Such collections will be considered only with the understanding that, if accepted, they will be integrated into the general collection. The only form of commemorative identification will be a bookplate.
- E. Library Programs - When the library receives a cash gift to support programs, whether as a memorial or for any other purpose, the general nature or subject area of the program will be guided by the wishes of the donor. The library staff, however, will choose and schedule the performer(s).

3. Donor Recognition

- A. The library will provide written acknowledgment to the donor which clearly describes the nature of the gift.
- B. Unless anonymity is specifically requested and with full respect for donor privacy:
 - i. Donor names for items other than book sale materials may be published in reports to the board, press, library newsletters, or via bookplates.
 - ii. Donors contributing \$1,000 or more will have their name embossed on a gift plate near the item their contribution purchased.
 - iii. The library may choose to recognize significant contributions of time, talent, or money in other ways.