



Gifts and Donations Policy-Romeo District Library

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 artwork 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. Gifts of Materials or Artwork
 - 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, as outlined in the Materials Selection Policy.
 - 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. While gifts of art and other collectibles are welcome, RDL reserves the right to determine the placement and display of these objects. The decision to accept the gift will be based on the suitability to RDL's mission and the availability of space for display. Such gifts are accepted only on the condition that the use and disposition are up to the discretion of the Library Board and the Library Director. RDL, at its discretion, may request from the donor evidence of provenance and present title to the artwork. A deed of gift, or similar document transferring sole and exclusive ownership of the artwork to Romeo District Library will be required.
 - D. Appraisal of non-cash donations are the responsibility of the donor. A letter of acknowledgement will not contain a statement of value for donated items. RDL will provide a descriptive receipt upon request.

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. All purchased materials will follow the Materials Selection Policy.
- 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 presenter(s) or performer(s).

3. Donor Recognition

Unless anonymity is specifically requested and with full respect for donor privacy:

- A. Donor names for items other than book sale materials may be published in reports to the board, press, library newsletters, or via bookplates.
- B. The library may choose to recognize significant contributions of time, talent, or money in other ways.

4. Gifts to Staff

Staff will not accept gifts of any kind from members of the public except for plants or edible gifts such as cookies, candy, etc. which can be placed in the department and shared with the staff. All other gifts shall be refused or returned to sender except at the discretion of the Library Director.

Naming of Library Spaces

Naming opportunities are available within Romeo District Library buildings undergoing significant renovation and expansion. These opportunities are identified by the Library Director in consultation with the Library's planning committee for each facility, and



could include such areas as meeting rooms, collaboration spaces, special use areas, collections, gardens, walkways or other interior and exterior spaces.

1. The Board may choose to honor an individual for significant, outstanding contributions in keeping with the nature and mission of the Library (in which case the name should be generally recognized within the community and be able to stand the test of time), or
2. The Board may approve naming rights for individuals, families, foundations and corporations making a significant contribution to the project, as determined by the square footage costs of the specific area of interest, plus the cost of new equipment or collections for that area.
3. The Library Director, in consultation with the Library's planning committee for each facility, will be responsible for determining the manner in which the name is recognized (e.g. signage.)
4. A list of the interior and exterior naming opportunities and costs for each facility under construction will be submitted to the Library Board for approval.

Qualifications and Exclusions

- There shall be a due diligence review of each naming proposal to carefully consider the overall benefit of such naming to the Library, including whether the name is and will continue to be a positive reflection of the Library. The Library Board reserves the right to accept or reject any naming proposal based on this review.
- Naming rights for any facility or space shall be finalized and fulfilled only after the financial commitment by the individual or organization has been honored in full, and not on the basis of a pledge for future funds.