

# MARION PUBLIC LIBRARY GIFT POLICY

Policy approved by the Marion Public Library Board  
1/11/2007

The Marion Public Library actively encourages gifts and contributions that will help the library better serve the needs of the community. All donations and gifts to the library are subject to applicable Michigan statutes as well as the library's existing policies and guidelines, including those relating to the selection of/and provision of access to books and other resources. The library, through the Board or the Board's delegated authority, makes the final decision on the acceptance, use or other disposition of gifts and also reserves the right to decide any conditions of display, housing or access. The library is granted unconditional ownership of each gift. Gifts of books and other library materials will be accepted by the library provided that the donor realizes that the library will handle all gifts in the manner which best meets its stated purposes. The library will apply the same standards to gifts as are applied to potential library purchases when considering for inclusion in the collection. Any gift of library materials which does not meet the library's criteria for selection will be disposed of at the discretion of the library director. (Gifts not added to the collection will be offered to a more appropriate library, sold at the book sale, or otherwise discarded.)

## 1. ACCEPTANCE AND RECOGNITION OF GIFTS

- a. **Gifts of Books and Other Library Resources:** The Library Director is authorized to act for the Library in accepting or declining offers of gifts in the form of books, recordings and other library materials or resources. The Library Director, in accordance with existing library policies and guidelines, may exercise discretion concerning which materials shall be retained for the library's own collection. In accepting gifts of books and other library materials or resources, the Library Director will decide whether or not use of recognition gift plates is appropriate.

The establishment of the gift's value for tax purposes is a responsibility of the donor. The library is not able to make an appraisal because of its position as an interested party and also because of limited staff expertise in the book selling field. The Library Director, or a staff member designated by the Director, may provide, on request, a letter of acknowledgement to a donor describing the gift and its apparent condition.

- b. **Monetary Gifts:** The Board will accept donations of money and will consider the wishes of donors when deciding the use of such gifts. Specific recognition of such gifts (by plates affixed to equipment and furniture or by naming areas of the library for donors) may be made only by majority vote of the trustees present at a duly convened Board meeting. Policy on recognition of monetary gifts is:

The Library Director shall appropriately acknowledge all monetary gifts in writing. Monetary gifts of \$500.00 or more shall be reported to the Library Board for special

recognition. Gifts of \$1,000.00 or more shall also be recognized on a donor's plaque in the library. The Board may grant additional recognition for major gifts, with details of size, location and manner of recognition at the Board's sole discretion.

- c. **Individuals, Families and Other Entities in Whose Honor or Memory Gifts are received:** All individuals, families and other entities in whose honor or memory gifts are received totaling \$100.00 or more shall be listed on a yearly plaque which will be prominently displayed in the library.
- d. **Gifts of Securities:** Marketable securities received by the library as gifts may be Accepted by the Board. Such securities will be sold as soon as practicable at the market rate, and the net proceeds used as directed by the donor, subject to the policies outlined above, or if received without conditions, may be used as approved by the Board. Gifts offered to the library consisting of securities, which are not readily marketable, will be submitted to the Board for decision as to acceptability.

Any gift offered to the Marion Public Library other than those covered by this policy must be approved individually by the Library's Board of Trustees.