

Donation Policy of the Sunderland Public Library

INTRODUCTION

The Sunderland Public Library is a vital symbol of the Sunderland community and also part of its substance. For this reason, patrons have for many years found the library a worthy recipient of donations, including donations designed to perpetuate the library's work and donations intended to memorialize a loved one. The Sunderland Public Library encourages such donations, including gifts of books and other library materials and of cash, securities, and real property. The Trustees of the library have adopted the following policy to govern the receipt and disposition of donations.

GENERAL TERMS

Acceptance of gifts - Those wishing to make a gift of any type to the Sunderland Public Library should contact the Library Director or a member of the Board of Trustees. Gifts will be considered and, if appropriate, accepted by the Library Director with the counsel of the Board of Trustees, as necessary. In general:

- General monetary gifts made for the benefit of the library are received by the Friends of the Sunderland Public Library, a nonprofit organization whose mission is to support the Sunderland Public Library
- Gifts intended for a specific, identified purpose, such as the purchase of specific materials, are made to and received by the Sunderland Public Library.
- Gifts of library materials are made to and received by the Sunderland Public Library.

Return of Items - Once a gift is accepted by the library, it becomes property of the library, is subject to inclusion or removal from the library at the discretion of the Board of Trustees, and will not be returned. The library reserves the right to sell or otherwise dispose of any gift. See "Appendix N1: Donation of Materials" form.

Evaluation - The Library Director will, if requested, provide a written acknowledgment of the receipt of gifts, but in accordance with income tax regulations will leave the determination of a value of the donation to the donor.

TERMS FOR GIFTS OF LIBRARY MATERIALS

Supporter of the library may wish to donate library materials, including books and collections.

Library Materials (General) - Gifts of library materials, including periodicals, will be accepted and added to the collection if they are needed and meet the criteria of the collection development policy.

Collections - Gift collections, such as coin or stamp collections, may be accepted, but with the understanding that the collection may not be kept intact, or may be sold or disposed of under the terms of the Donation Policy.

Artwork - The library welcomes gifts of artwork. However, the Library has limited space and resources for the hanging, storage, and securing of art. The display of art in the Library's display areas are subject to the Library's Art Exhibit Policy. (See the Library Director for details about this policy.)

TERMS FOR MONETARY GIFTS

Monetary gifts are greatly appreciated. Gifts can be given for general purposes (for example, for use by the Library Director and Trustees at their discretion for the day-to-day operation of the library); or for specific purposes (for example, the purchase of a particular collection of books).

General Cash Gifts – Gifts of cash for use at the discretion of the Library Director and Trustees are an excellent way to support the Sunderland Public Library.

Substantial cash offerings, securities, and bequests will be handled by the Library Director, who, with the Board of Trustees, will work out terms of acceptance that are compatible with library policies, the donor's intent, and applicable laws.

Recognition Gifts - The library welcomes monetary gifts for purchase of library materials given in recognition of individuals or organizations. The names of the donor(s) and the individuals or organizations recognized by the gift will be listed on a bookplate and affixed to the material.

Targeted Monetary Gifts - The library welcomes gifts of cash for the direct purchase of specific library materials and will try (within the limits of the collection development policy) to accommodate the subject or title preferences of the donor. A bookplate recognizing the donor will be affixed to the material(s) if desired.

Real Estate or Other Personal Property - The library will accept gifts of equipment, furnishings, and real property that support and are consistent with the mission of the library. Such offers will be handled by the Library Director, who, with the Board of Trustees, will determine the suitability of the gift and work out terms of acceptance that are compatible with library policies, the donor's intent, and applicable laws.

Library Room Naming - The library offers specific naming opportunities for different rooms and locations in the library. Those interested in learning more about room naming opportunities should contact the Library Director or a member of the Board of Trustees.

PLAQUES AND NAMEPLATES

Donors to the Friends' Capital Campaign for the construction of the Sunderland Public Library were recognized on a single plaque (located in the Library lobby) rather than on individual pieces of furniture or plantings inside or outside the library. Based on this precedent, the Sunderland Public Library will adhere to the following policy:

With the exception of book plates and rooms and locations that are available for naming, Library policy prohibits the placement of plaques or nameplates on or near gifts or anywhere in the library or on library property. The library will maintain and publicly display a *Book of Honor and Remembrance*. Donors of gifts (including cash donations) valued at \$250 and above will have the opportunity to create a page in this book that will identify and describe the memorial or honorary nature of a specific gift.

**Appendix N1
Donation of Materials**

**Sunderland Public Library
20 School Street
Sunderland, MA 01375**

Date
Name
Mailing Address
City, State, Zip
Phone Number

has donated books and/or other library materials to the Sunderland Public Library. This form will serve as a receipt for purposes of income tax deduction. The Internal Revenue Service advises the Library that it is the responsibility of the contributor to determine the fair market value of the contribution.

This donation is made with the understanding that such materials may be added to the Library's collection if they meet the criteria of the *Collection Development Policy*. Donated items will not be returned and may be removed at the Library's discretion.

Number of hardcover books:
Number of softcover books:
Number of VHS tapes:
Number of DVD's:
Number of books on tape:
Number of books on CD:
Number of CD-ROMs:
Other:

Signature of donor

Signature of staff member

The original of this form goes to the donor and a duplicate will be retained by the library.