

Sunderland Public Library — Sunderland, MA

Donation Policy

The Sunderland Public Library is a vital symbol and resource of the Sunderland community. 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 this policy to govern the direct receipt and disposition of donations.

The Friends of the Sunderland Public Library is a non-profit volunteer organization that supports the library. The Friends run Book, Bake and Plant sales. The Friends Book Donation Policy describes the policy for book donations for the semi-annual book sales. Fundraising efforts throughout the year provide critical financial support for programs, projects and materials whose costs cannot be met from the library's annual operating budget. For more information about the Friends, please contact the Library Director at director@sunderlandpubliclibrary.org.

Acceptance of Gifts: All Gifts will be considered and, if appropriate, accepted by the Library Director with the counsel of the Board of Trustees, as necessary.

- Gifts of cash without a specific purpose are always welcomed and of particular value in meeting yearly budget challenges.
- Gifts of cash for a specific purpose will be considered and honored pending acceptance by the Library Director and Trustees.
- Non-cash Gifts intended for a specific, identified purpose, such as specific library materials, can be made to and received by the Sunderland Public Library.

Cash Donation Transmittals: Cash donations should be made out to:

Friends of the Sunderland Public Library, Inc.
C/O Library Director
20 School Street
Sunderland MA 01375

Return of Items: Once a gift is accepted by the library it becomes property of the library and 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 dispose of any gift unless agreed otherwise. Such agreement shall be made in writing at the time of the donation and a record of the agreement shall be kept by the Library Director.

Evaluation: On request, The Library Director will provide a written acknowledgment of the receipt of non-cash gifts in accordance with income tax regulations and will leave the determination of a value of the donation to the donor.

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.

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.

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.

Substantial Gifts: Substantial offerings (\$5,000 or greater) of cash, 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.

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. In lieu of plaques or nameplates, we suggest that individuals with a strong connection to the Sunderland Public Library consider inclusion in the *Book of Remembrance*.

Book of Remembrance: The Sunderland Public Library has a *Book of Remembrance* which memorializes deceased individuals who had a strong connection to the Sunderland Public Library. This book is on display in the library's Reference section and is protected in an archival box. The library recommends that families who wish to honor their loved-one's connection to the library create a page for the *Book of Remembrance*. The text must include the individual's connection to the library, and should also include a brief biography. Text of approximately 275 words and up to three high-quality color photographs should

be submitted electronically to the Library Director. The Sunderland Public Library will format the page for inclusion in the *Book of Remembrance*. Please contact the Library Director if you are interested in creating a page for the *Book of Remembrance*.

Modified June 2017.

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 DVD's:
Number of books on tape:
Number of books on CD:
Number of CD-ROMs:
Other:

Signature of donor: _____

Signature of Library Director: _____

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