

EMMAUS PUBLIC LIBRARY
GIFT/DONATION ACCEPTANCE POLICY

Policy Statement

The Emmaus Public Library Board of Trustees encourages gifts and donations to the library consistent with the Library's mission and policies. All gifts and donations will be accepted at the discretion of the Director.

The Emmaus Public Library greatly appreciates gifts and donations in the form of money, grants, stocks as well as physical gifts from individuals, estates, organizations, businesses, foundations, governmental bodies and others.

Definitions

Gift: Material item given without payment in return

Donation: Financial contribution

Acceptance of Material Gifts

The Library accepts gifts of materials in good condition. Only outright gifts in usable condition are accepted. Materials may be added to the Library's collection as prescribed in the Collection Development Policy. Materials not added to the collection are typically included in book sales to benefit the Library.

Acceptance of Financial Donations

Unrestricted donations of money are gratefully accepted by the Library to be used at its discretion. Unrestricted funds allow the Library to address its most pressing needs. The Library Director will consult with the Library Board of Trustees on the use of donations greater than \$1,000.

Donations of consequence (i.e., real property, stocks, annuities, and large monetary gifts) will be considered individually and accepted at the discretion of the Library Board of Trustees, in consultation with the Library Director.

Gifts in Recognition

Those wishing to honor or memorialize a person or occasion through a gift may do so through the Gift Book Donation form.

Gift and Donation Acceptance Procedures

The Library Board of Trustees and Library staff reserve the right to refuse any gift. Because the Library does not serve the function of a museum, gifts of items for permanent display or preservation are not normally accepted.

Once an unrestricted gift is accepted by the Library, it becomes the property of the Library, and may be disposed of accordingly.

Monetary donations with restrictions will be considered on a case by case basis in accordance with the Library's Mission Statement.

Donor Responsibilities

The Library cannot assume the responsibility for estimating the value of donated materials for income tax or other purposes.

Gifts and donations to the Library are tax-deductible as provided by law. Donors should consult their tax adviser. The Library gift form, or an acknowledgment letter, serves as the donor's record and receipt.

Acknowledgment and Recognition of Gifts and Donations

All gifts and donations will be acknowledged in writing by the Library. Checks should have the donor's current address and be issued to "Emmaus Public Library."

Gifts of materials are acknowledged through a form at the time of donation, if requested.

Monetary donations to the Library will be acknowledged by a letter from the Library Director, which will also serve as a receipt for tax purposes. For Gift Book Donors, acknowledgements are sent to the individuals whom donors wish to notify of the gift.

Financial donations shall be listed annually in the year-end edition of the library's e-newsletter. All donors have the option of being anonymous.

Estate and memorial donations: Upon receipt, such donations will be acknowledged as well on the library's public monitor display as well as the library's social media sites.

Transformative gifts and donations: The director, in conjunction with board officers, will further review gifts and donations that are extraordinary or transformative for further acknowledgement.

Policy Administration

The Library Director is responsible for the administration of this policy.

Adopted January 21, 2020

Amended May 16, 2023