

# NILES DISTRICT LIBRARY

## GIFT AND DONATIONS POLICY

The Niles District Library ("Library") invites and appreciates donations of monetary and non-monetary items such as materials, equipment, property, and objects of art. Since the Library is fortunate to receive many kinds of gifts from donors who have a variety of wishes concerning those gifts, this Gift and Donations Policy ("Policy") establishes guidelines for the Library to properly receive, channel, and recognize donations and donors in appropriate fashion.

### **I. General Provisions.**

These provisions are applicable to all gifts to the Library.

- A. All gifts received by the Library should be compatible with the Library's long-range plans and mission. A gift is defined as any donation, grant, bequest, or other transfer of intangible or tangible personal property, including money.
- B. Gifts will be accepted as indicated in this Policy and the Materials Selection Policy, provided the gift does not unnecessarily obligate the Library's funds (gifts that require maintenance or other expenditures).
- C. The Library reserves the right to decline any gift or donation.
- D. All gifts become the property of the Library.
- E. The Library has the right to retain or sell any gift, unless there are donor restrictions and the Library Board has agreed to such restrictions.
- F. The Library will not appraise any gifts for income tax purpose; the donor is responsible for all appraisals.

### **II. Gifts of Books and Other Library Collection Material.**

The Library does not generally accept gifts of books and other materials such as DVDs. The Library will make exceptions for certain materials of local historical value or local authors; however, the Library has exclusive authority to determine whether to accept a donated item.

### **III. Monetary Gifts.**

The Library encourages and welcomes cash gifts and bequests for purchasing Library materials, improving the Library facilities, for the benefit of the Library staff, and for any purpose authorized by law.

The Library reserves the right to decline acceptance of a gift that does not meet the needs of the Library or with donor-designated restrictions the Library is not able to accommodate.

### **IV. Equipment & Furniture**

Computers, typewriters, calculators, desk lamps, desks, chairs, and any other such equipment are not generally accepted and should not be left at the Library. Exceptions for appropriate items may be made at the discretion of the Library Director.

### **V. Property, Real Estate, & Objects of Art**

Objects of art include such items as paintings, statuary, or decorative furnishings.

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A. Offers of donations of such items will be considered by the Library Board and voted on by the full Library Board.

B. The Library may also accept donations of certain personal property items on a case-by-case basis.

***[This is the end of the document.]***  
***[Monetary and Materials Donation Form on the following page.]***

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NILES DISTRICT  
LIBRARY

620 E. Main St. | Niles, MI 49120  
269.683.8545 | www.nileslibrary.com

## MONETARY AND MATERIALS DONATION FORM

LIBRARY MAINTAINS ORIGINAL. COPY PROVIDED TO DONOR.

Date: \_\_\_\_\_

Donor Name (First & Last) \_\_\_\_\_

Phone \_\_\_\_\_

Address (street, city, state, and zip) \_\_\_\_\_

### Monetary Donation(s)

Amount: \$ \_\_\_\_\_

1. This donation is made to:

Niles District Library (checks payable to Niles District Library)

2. This donation is (check one):

Made in memory of \_\_\_\_\_

Made in honor of \_\_\_\_\_

A personal donation (skip #3)

3. If this donation is made in memory or honor of someone, to whom should the acknowledgement be mailed?

Name of recipient (First & Last) \_\_\_\_\_

Address (street, city, state, and zip) of acknowledgee \_\_\_\_\_

4. Additional instructions \_\_\_\_\_

### Materials Donation(s)

Description of goods donated: \_\_\_\_\_

\_\_\_\_\_

### Signature

I unconditionally give the above listed items to Niles District Library. I understand that the Library becomes the sole owner of these items and will make the final decision on the use of or other disposition of same.

Donor Signature \_\_\_\_\_

Date \_\_\_\_\_

*Thank you!* For tax purposes, this form serves as your receipt and confirms that no goods or services were provided in association with this gift.

Received at Niles District Library on (date) \_\_\_\_\_ by (staff member) \_\_\_\_\_