

## **GIFT AND DONATIONS POLICY**

The Bath Township Public 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.
- 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.
- D. All gifts become the property of the Bath Township Public 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.

**II. Gifts of Books and Other Library Collection Material.** Books and other materials such as DVDs can be donated either new or used (in good condition).

- A. All donated materials become the property of the Bath Township Public Library and are subject to the needs of the Library.
- B. Materials may be added to the Library collection pursuant to the terms of the Materials Selection Policy and the Library maintains full discretion to determine whether any donated item is added to the collection.
- C. Appraisals of gifts to the Library are the responsibility of the donor. The Library will give the donor a Materials Donation Receipt listing the number of items to which the donor may assign his/her value.

**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.

- A. 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.

- 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.