

East Fishkill Public Library District
Financial Policies
Gift Policy

It is the policy of the East Fishkill Public Library District to accept gifts of books, other materials, and monetary donations reserving the right to decline such gifts or donations if they do not fall within the guidelines for acceptance as set by the Board of Trustees in this Policy.

Guidelines for Acceptance of Gifts

Gifts of physical items, including personal property, art, antiques and collectables will be evaluated by the Director for their suitability for ownership by the Library. Consideration for acceptance includes, but is not limited to, size, use, and cost to maintain. Once accepted, such items are the sole property of the Library to use or dispose of as it sees fit.

Gifts on which the donor places restrictions or special conditions will not be accepted by the Library unless those restrictions or conditions are specifically accepted by the Board of Trustees. Any restricted gift below \$1,000 that doesn't pertain to an existing program or is of an unusual nature will be rejected. Any restricted gift over \$1,000 will be referred to the Board of Trustees for consideration.

Gift items will be formally acknowledged if the donor wishes. The Library will not appraise or estimate the value of gift donations. The responsibility of such assessment lies with the owner. The donor may be asked to sign the waiver found on p. 3 of this policy relinquishing ownership.

Types of Gifts

Books and other materials for the collection:

The Library welcomes gifts of books and other materials with the understanding that they will be evaluated in accordance with the same criteria applied to purchased materials. Book donations may be added to the collection, discarded, or used as book sale stock.

Donations of collections in toto will be subject to approval by the Director and the Board of Trustees and will be based on the application of parameters as stated in the policy relating to collection development. If accepted, it is assumed that the donor will box and deliver the collection to the Library at a mutually agreed time unless other arrangements are made prior to acceptance of the collection.

Monetary Gifts

Unrestricted gifts of any amount, (including cash, stocks, bonds and endowments) will be accepted and used for general library purposes. When the Library receives a gift for memorial or other special purposes (such as the purchase of books for the collection) of \$5,000 or less, the selection will be made by the Director in consultation with professional library staff with consideration given to the donor's wishes. Gifts in this category of over \$5,000 will be referred to the Board of Trustees.

Real property can only be accepted with consent of the majority of the Board.

Gifts to Trustees/Employees

No trustee or employee may directly or indirectly solicit any gift, or accept or receive any gift of any value whether in the form of money, service, loan, travel, entertainment, hospitality, thing or promise, or in any other form under circumstances in which it could reasonably be inferred that the gift was intended to influence him or her in the performance of his or her official duties. Any such gift will be returned in accordance with library policy.

Trustees and employees may accept unsolicited small non-cash gifts such as food or flowers if valued at less than \$25.