

## Dorothy Hull Library-Windsor Township

### Receipt of Gift Policy

#### Purpose

*The purpose of this policy is to outline what gifts may be accepted, what are declined and why. This policy also defines when an accepted gift may be disposed of and how.*

Gifts may be given in memory of an individual or in appreciation of the library, its staff, or community members.

The Director is authorized to accept gifts that enhance the library's mission, financial resources, future planning, and fit in available space. He/she may accept donations of financial resources, services, or objects that enhance the library's appearance, expand its equipment /furnishings, or foster services provided to library patrons.

Gifts of living plants may be accepted only if they fit within the footprint of the library property and building, are disease resistant and require minimal care. The Director and Chairperson of the Facilities Committee shall determine the location of where a plant is to be placed to ensure the plant will have adequate space when fully grown.

#### Accepted gifts

Accepted gifts will be acknowledged by the Director in the manner he/she considers best.

Once a gift is accepted it becomes the property of the library. The Director may determine that a gift may need to be replaced, removed, or discarded due to,

- age
- lack of relevance
- disease
- damage
- redesign of library space

He/she may do so without notifying the donor.

#### Declined gifts

A gift may be declined if,

- acceptance would incur additional operating costs for the library.
- donor places conditions on the acceptance of the gift that are not in the Library's best interests.
- acceptance would place additional responsibilities on library staff.

In the event a gift is declined, the Director shall correspond to the donor indicating appreciation of the gift and the reason it was not accepted.

The Director shall report accepted, declined, and removed gifts to the Board.

<b>Version</b>	<b>Adopted</b>	<b>Amended</b>	<b>Update Information</b>
1	03/16/17		
2		05/16/24	Added information
Procedure			