

Final Draft to the Board

Dorothy Hull Library Windsor Charter Township

Gifts to the Library

The Dorothy Hull Library is honored to be a recipient of gifts donated by the community and patrons of the library. All gifts are greatly appreciated that foster the Library's mission and enrich the services offered by the Library. Gifts may be given as a memorial to an individual; in appreciation of the library, its staff or other community members; or as a way to strengthen the library services.

The Library Board authorizes the Director to graciously accept or decline gifts depending on the nature of the gift and how it fits within the library's mission, financial resources, future planning and space available. The director may accept donations of financial resources, services, or objects that enhance the library's resources, expand its equipment /furnishings, add to the Library's welcoming appearance or foster the services provided to library patrons. The Director is to notify the board of any gift having a value of over \$500.

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 Board President shall determine the location of where a plant is to be placed to ensure the plant will have adequate space when fully grown.

The Board appreciates the kind offer of each gift. However, there may be times when a gift is declined. A gift may be declined if it does not fit within the library's mission, future planning or available space. Gifts may also be declined if acceptance would incur additional operating costs for the library. Further, if a donor places conditions on the acceptance of the gift that the library feels are not in the Library's best interests, the gift may be declined. Gifts also may be respectfully declined if they place additional responsibilities on the library staff.

The Director shall ensure that donors of accepted gifts receive recognition of their action by way of correspondence, a posted listing of donors, or acknowledgement on the Library's website. Additional ways of recognition may be developed by the Director. Small gifts of individual donated books do not require formal recognition.

The Director shall correspond to each donor, whose gift is declined, with copy to the Board President. The correspondence should indicate the Board's appreciation of the donor's kind offer and the reason why the gift was not accepted.

Once a gift is accepted by the library, it becomes the property of the library. In some cases a gift may need to be replaced, removed or discarded. The Director and the Board retain the

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right to replace, remove or discard a gift without notifying the donor. Gifts may be replaced, removed or discarded when it is determined necessary, (ex. age, lack of relevance, disease, damage, redesign of library space, etc.). This decision may be made by the Library Director and if deemed necessary, in consultation with the board president.

Director shall provide the Board with a report of gifts accepted, declined and removed.

Adopted: