

East Greenbush Community Library

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 Eastgreenbushlibrary.org
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POLICY NAME	Gift & Donations Policy			POLICY NO.	
EFFECTIVE DATE	11/19/2013	DATE OF LAST REVISION	11/19/2013	VERSION NO.	1
APPLIES TO Apply group names to define applicable areas of staff.					
Staff		x	Patrons		x
Board		x			

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1	Board	11/19/2013	Adoption	Michael Poost

Policy

The East Greenbush Community Library acknowledges the importance of gifts and donations to the Library's operations and to its future development. The Library welcomes gifts and donations of money, property and materials.

The East Greenbush Community Library accepts gifts and donations under the following conditions:

Gifts of library materials (books, magazines, tapes, audio-visual items, etc.) may be accepted with the understanding that the Library reserves the right to add such materials to its collection, distribute them to other libraries, give such materials to the Friends of the East Greenbush Community Library sell or discard.

Any gifts with attached conditions whether donations of monies, books, periodicals, audio-visual materials or art work must have the conditions submitted in writing and approved by the Board of Trustees. Such gifts will be accepted on the condition if the specific use requested is consistent with the goals and objectives of the Library.

Individual unrestricted monetary gifts over \$100 will be used at the discretion of the Library Board of Trustees in accordance with this gift policy and/or the Library's material selection policy. Individual unrestricted gifts under \$100 can be used at the discretion of the Director.

Responsibility for the appraisal or the estimation of the value of gift donations lies with the donor. Neither the Library nor the Board of Trustees will assess or suggest a value for non-monetary gifts for income tax or other purposes; any letter of acknowledgement will not contain a statement of value.

The decision as to the acceptance and location of gifts of landscaping items, gifts of ornamentation, sculpture and signage shall be made by the Board of Trustees, in consultation with the Library Director.

In the official or employment capacity as Library Trustee or staff, no person shall accept personal gifts of any kind from a member of the public or vendors, except for (a) small items of nominal value; or (b) gifts that are traditionally given in recognition of a milestone event (i.e., retirement). All other personal gifts, including tips, must be: (a) refused; (b) returned to the sender with an explanation that acceptance of gifts is contrary to Library policy; or (c) remitted to the Library Director as a gift to the Library.