

## ***Gifting and Donations Policy***

The West Milford Township Library welcomes gifts of money, real property or library materials (with restrictions). These gifts enrich the library as a vibrant source of information, technology, culture and entertainment for the Township.

The decision to accept gifts shall be made by the Board of Trustees on the advice of the Library Director. Among the criteria on which the decision shall be based are need, space, impact on staff duties, expense and frequency of maintenance and community interest.

### **Real Property, Art, Furnishings**

Gifts of real property, art and other objects are accepted on the basis of suitability to the library's mission, décor and availability of space. Such gifts will be accepted only if the Trustees and Library Director agree they can be utilized appropriately by the library.

The library applies the same criteria for evaluating gift items as it applies to purchased material.

All gifts are tax-deductible. The library will provide statements for tax purposes, but will not place a value on gifted materials.

### **Monetary Gifts**

Monetary gifts made without restriction are added to the library's Miscellaneous Gift account toward the purchase of materials, equipment or programs not included in the library's normal operating budget. Such gifts will be handled by the Library Director and reported to the Board of Trustees monthly.

Monetary gifts intended for the new library fund should be made to The Friends of the West Milford Library, a 501(c)3 tax exempt organization which is receiving donations to provide furnishings, shelving, networked computers and security cameras for the new library.

The library welcomes monetary gifts of cash, securities and bequests that support the new building project. The Library Director and designated Trustees will work out terms of acceptance that are compatible with library policies and the donor's intent.

### **Collections**

The donation of books is subject to the approval of the Director with input from his/her staff. The library reserves the right to refuse donated items on the basis of space limitation, condition of material or appropriateness.

Generally, paperbacks, magazines, magazine subscriptions, textbooks and videos are not accepted by the library unless deemed suitable by the Director.

All donations of books and collections must be approved beforehand by contacting the Director or his/her designee. Normally, no more than 10 items may be received at a single time. Decisions on special collections or exhibits will be brought to the library Board for consideration.

**Gift Recognition and Valuation**

All donors are advised to consult with their financial and legal representatives when making a gift of money or real property to the library. The library does not place a financial value on any gifts received.

Thank you letters acknowledging donations are prepared by the Director. All donors will be recognized by name in the library's quarterly publication and on its website unless the donor chooses to remain anonymous. Other forms of donor recognition may be considered by the Board, when appropriate.

Donors to the new building fund will be recognized in a variety of ways as outlined in library publications and mailings to Township residents and businesses. Patrons who wish to make a Legacy Donation should refer to the library's Naming Opportunities Policy.

The Board of Trustees adopts this Gift and Donations Policy to assist donors in structuring gifts, either to the library's operational budget or to the new building fund, by providing these guidelines.