

Reviewed 7/2010

Reviewed 1/2016

Revised 4/2024

GIFT AND DONATIONS POLICY

The Elk Rapids District Library (“Library”) invites and appreciates donations that lead to enrichment of library services. Donations might take monetary and non-monetary form. This Gift and Donations Policy (“Policy”) establishes guidelines for the Library to properly receive and recognize donations and donors.

I. General Provisions, applicable to all gifts to the Library.

- A. All gifts received by the Library will be compatible with the Library’s values and mission, as determined by the Library Director and/or Library Board of Trustees (“Board”).
- B. Gifts will be accepted as indicated in this Policy and the Materials Selection Policy, provided the gift does not unnecessarily obligate the Library’s funds (i.e., gifts that require maintenance or other expenditures).
- C. The Library may decline any gift. In addition to Library Director and/or Board discretion, considerations include (but are not limited to) the cost to hold/manage the gift and the physical size of the gift. Equipment and Furniture are generally not accepted.
- D. All gifts become the property of the Library, which will manage the gift in a manner that most effectively contributes to the Library’s mission.
- E. All donations will be kept confidential by the Library. Donor recognition will be at the discretion of the Library and/or Board, if and as agreed with the Donor.
- F. The Library will not appraise any gifts for income tax purposes; the donor is responsible for all appraisals. Art gifts are subject to appraisals by an appraiser chosen by the Library Director and the donor, and paid by the donor.
- G. The Library retains monetary donation receipts for 7 years, and non-monetary donations in excess of \$3,000 for the length that the item is held by the library. The Board will discuss and agree on disposal of such non-monetary donations.

II. Gifts of Books and Other Library Collection Material. Books and other media can be donated either new or used (in good condition).

- A. Materials may be added to the Library collection pursuant to the terms of the Materials Selection Policy and at the discretion of the Library.
- B. Upon receipt of the donated item(s), the Library will provide the donor a Materials Donation Receipt describing the item(s). The donor may subsequently assign value(s) for tax purposes.